SAMSUNG

SAMSUNG LASER FACSIMILE

User's Guide

SAMSUNG DIGITall
everyone's invited

LASER FACSIMILE

Msys 830/835P
SF-830/835P

For UK customers:
To reorder your consumables
Call 0800 3164060
For Technical Assistance
Call 0870 2420303

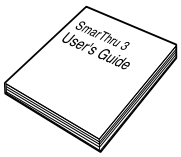
Msys 830/835P SF-830/835P Facsimile User's Guide

About the User's Guide

Your product comes with three user's guide:

This Laser Facsimile User's Guide provides information on using this product as a fax machine. You will find how to send and receive a fax, and how to set fax-related options.

Laser MFP User's Guide provides information you will need to set this product and install the supplied software. And this guide provides all of the detailed instructions to use this product as a printer, scanner and copier. You will also find information to maintain and troubleshoot your product.



SmarThru 3 User's Guide provides the basic description on using the multi-funtion application. Samsung SmarThru allows you to scan and edit images, scan to copy, PC fax and send e-mail on your computer. You will also find a brief description on the automatic text recognition program, AnyPage.

CONTENTS

Chapter 1: INSTALLATION

Unpacking 1.2
Component Location 1.4
Front View 1.4
Side View 1.5
Control Panel Functions 1.6
Making Connections 1.9
Installing Drum and Toner Cartridges 1.11
Turning the Product On 1.14
Loading Paper 1.15
Using Paper Supports 1.19

Chapter 2: GETTING STARTED

Changing the Display Language 2.2
Setting System ID 2.2
Entering Characters Using the Number Keypad 2.3
Setting Date and Time 2.5
Setting the Paper Size 2.6
Setting Sounds 2.7
Ringer Volume, Alarm Sound, Key Sound, Speaker Control 2.7
Speaker Volume 2.8
Using Save Mode 2.8
Toner Save 2.8
Paper Save 2.9
Power Save 2.9
Toll Save 2.10

Chapter 3: COPYING

Selecting Print Media 3.2
Paper Guidelines 3.3
Loading Paper in Tray 3.4
Using the Bypass Tray 3.6
Setting the Paper Size for Copying 3.9
Selecting Paper Tray 3.10
Setting Paper Type 3.10
Copying a Document 3.11
Setting Copy Options 3.12
- Image 3.12
- Contrast 3.12
- Copy Page 3.13
- Reduced/Enlarge Copy 3.13

Collation Copy 3.14
Duplex Copy 3.15
Paper Save Copying (2-up Copy) 3.16

Chapter 4: SENDING A FAX

Preparing Documents for Faxing 4.2
How to Send a Fax 4.2
Adjusting Document Settings 4.4
- Resolution 4.4
- Contrast 4.5
- Image 4.5

Sending a Fax Automatically 4.5
Sending a Fax Manually 4.6
Confirming Transmission 4.7
Using Toll Save Transmission 4.7

Chapter 5: RECEIVING A FAX

About Receive Mode 5.2
Receiving Automatically in FAX Mode 5.3
Receiving Automatically in ANS/FAX Mode 5.4
Receiving Manually in TEL Mode 5.5
Receiving Manually Using an Extension Telephone ... 5.5
Receiving Fax in Memory 5.6

Chapter 6: AUTOMATIC DIALLING

One-Touch Dialling 6.2
Storing a Number for One-Touch Dialling 6.2
Sending a Fax using a One-Touch Number 6.3
Using the One-Touch Sheet 6.4
Speed Dialling 6.5
Storing a Number for Speed Dialling 6.5
Sending a Fax using a Speed Number 6.6
Group Dialling 6.7
Setting Group Dial 6.7
Editing Group Dial Numbers 6.8
Sending a Fax Using Group Dialling (Multi-Address Transmission) 6.9
Searching for a Number in the Memory 6.10
Searching Sequentially through the Memory 6.10
Searching with a Particular First Letter 6.10

Chapter 7: OTHER WAYS TO FAX

Redial 7.2
Delayed Transmission 7.2
Memory Transmission 7.4
Priority Transmission 7.5
Polling 7.6
What is Polling? 7.6
TX Poll 7.6
Delay RX Poll 7.7
Confidential Transmission 7.9
Confidential Receiving 7.10
Setting up Mailbox for Confidential Receiving 7.10
Printing Received Confidential Documents 7.11
Adding Documents To a Scheduled Operation 7.12
Cancelling a Scheduled Operation 7.12
Monitoring a Dual Job Status 7.13
Sending a Flash/Recall/R 7.13
Department Control Mode 7.14
Setting Department 7.14
Printing Department Journal 7.15
Managing Department 7.16

Chapter 8: ADDITIONAL FEATURES

Printing Reports 8.2
Printing List 8.3
System Data Settings 8.4
Setting System Data Option 8.4
System Data Options 8.5
Setting Prefix Dial Number 8.7
Setting Fax Duplex 8.7
Clearing Memory 8.8

Chapter 9: MAINTENANCE

Expected Cartridge Life 9.2
Replacing the Toner Cartridge 9.2
Setting to Notify Toner Low 9.6
Adjusting Shading 9.6
Cleaning the Drum 9.7
Replacing the Drum Cartridge 9.7
Consumables and Replacement Parts 9.10
Replacing ADF Rubber Pad 9.11

Chapter 10: TROUBLESHOOTING

Document Jams 10.2
Input Misfeed 10.2
Paper Jams 10.3
Paper Feed Area 10.3
Fuser Area 10.5
Paper Exit Area 10.8
Duplex Jam 10.10
Bypass Jam 10.10
Paper Jam in the Optional Tray 2 ..... 10.11
LCD Error Messages 10.13
Solving Problems 10.16
Copier Problem Solution Chart 10.16
Fax Problem Solution Chart 10.18
Printing Problem Solution Chart 10.20
Scanning Problem Solution Chart 10.23

Chapter 11: APPENDIX

General Specifications 11.2
Facsimile Specifications 11.4
Installing Option Tray 11.5

Important Precautions and Safety Information

When using this product, these basic safety precautions should always be followed to reduce risk of fire, electric shock, and injury to persons:

1. Read and understand all instructions.

2. Use common sense whenever operating electrical appliances.

3. Follow all warnings and instructions marked on the product and in the literature accompanying the product.

4. If an operating instruction appears to conflict with safety information, heed the safety information. You may have misunderstood the operating instruction. If you cannot resolve the conflict, contact your sales or service representative for assistance.

5. Unplug the product from the AC wall socket and/or telephone jack before cleaning. Do not use liquid or aerosol cleaners. Use only a damp cloth for cleaning.

6. Do not place the product on an unstable cart, stand, or table. It may fall, causing serious damage.

7. Your product should never be placed on, near, or over a radiator, heater, air conditioner, or ventilation duct.

8. Do not allow anything to rest on the power. Do not locate your product where the cords will be abused by persons walking on them.

9. Do not overload wall outlets and extension cords. This can diminish performance, and may result in the risk of fire or electric shock.

10. Do not allow pets to chew on the AC power, telephone, or PC interface cords.

11. Never push objects of any kind into the product through case or cabinet openings. They may touch dangerous voltage points, creating a risk of fire or shock. Never spill liquid of any kind onto or into the product.

12. You product may have a heavy cover for optimal pressure on the document for the best scanning and/or faxing (usually the flatbed-type product). In this case, replace the cover after placing document on the scan glass, by holding and moving it down slowly until it seats on its location.

13. To reduce the risk of electric shock, do not disassemble the product. Take it to a qualified service technician when repair work is required. Opening or removing covers may expose you to dangerous voltages or other risks. Incorrect reassembly could cause electric shock when the unit is subsequently used.

14. Unplug the product from the telephone jack, PC and AC wall outlet, and refer servicing to qualified service personnel under the following conditions:
    - When any part of the power cord, plug, or connecting cable is damaged or frayed.
    - If liquid has been spilled into the product.
    - If the product has been exposed to rain or water.
    - If the product does not operate properly after instructions have been followed.
    - If the product has been dropped, or the cabinet appears damaged.
    - If the product exhibits a sudden and distinct change in performance.
15. Adjust only those controls covered by the operating instructions. Improper adjustment of other controls may result in damage, and may require extensive work by a qualified service technician to restore the product to normal operation.
16. Avoid using this product during a lightning storm. There may be a remote risk of electric shock from lightning. If possible, unplug the AC power and telephone cord for the duration of the lightning storm.
17. SAVE THESE INSTRUCTIONS.

Laser Safety Statement

The printer is certified in the U.S. to conform to the requirements of DHHS 21 CFR, chapter 1 Subchapter J for Class I(1) laser products, and elsewhere is certified as a Class I laser product conforming to the requirements of IEC 825.

Class I laser products are not considered to be hazardous. The laser system and printer are designed so there is never any human access to laser radiation above a Class I level during normal operation, user maintenance, or prescribed service condition.

WARNING

Never operate or service the printer with the protective cover removed from Laser/ Scanner assembly. The reflected beam, although invisible, can damage your eyes.

CAUTION - INVISIBLE LASER RADIATION WHEN THIS COVER OPEN.
DO NOT OPEN THIS COVER.

VORSICHT - UNSICHTBARE LASERSTRAHLUNG, WENN ABDECKUNG GEÖFFNET. NICHT DEM STRAHL AUSSETZEN.

ATTENTION - RAYONNEMENT LASER INVISIBLE EN CAS D'OUVERTURE.EXPOSITION DAN GEREUSE AU FAISCEAU.

ATTENZIONE -RADIAZIONE LASER INVISIBILE IN CASO DI APERTURA. EVITARE L'ESPOSIZIONE AL FASCIO.

PRECAUCION -RADIACION LASER IVISIBLE CUANDO SE ABRE. EVITAR EXPONERSE AL RAYO.

ADVARSEL - USYNLIG LASERSTRÅLNING VED ÅBNING NÅR SIKKERHEDSBRYDERE ER UDE AF FUNKTION. UNDGÅ UDSAETTELSE FOR STRÅLNING.

ADVARSEL - USYNLIG LASERSTRÅLNING NÅR DEKSEL ÅPNES. STIRR IKKE INN I STRÅLEN. UNNGÅ EKSPONERING FOR STRÅLEN.

VARNING - OSYNLIG LASERSTRÅLNING NÄR DENNA DEL ÄR ÖPPAND OCH SPÄRREN ÄR URKOPPLAD. BETRAKTA EJ STRÅLEN. STRÅLEN ÄR FARLIG.

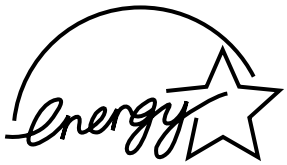
VARO! - AVATTAESSA JA SUOJALUKITUS OHITETTAESSA OLET ALTTIINA NÄKYMÄTTÖMÄLLE LASERSÄTEILYLLE ÄLÄ KATSO SÄTEESEEN.

Ozone Safety

During normal operation, this product produces ozone. The ozone produced does not present a hazard to the operator. However, it is advisable that the product be operated in a well ventilated area.

If you need additional information about ozone, please request your nearest Samsung dealer.

Power Saver



This product contains advanced energy conservation technology that reduces power consumption when it is not in active use.

When the product does not receive data for an extended period of time, power consumption is automatically lowered.

The energy star emblem does not represent EPA endorsement of any product or service.

Radio Frequency Emissions

FCC Information to the User

This equipment has been tested and found to comply with the limits for a Class A digital device, pursuant to Part 15 of the FCC Rules. These limits are designed to provide reasonable protection against harmful interference when the equipment is operated in a commercial environment. This equipment generates, uses and can radiate radio frequency energy and, if not installed and used in accordance with the instruction manual, may cause harmful interference to radio communications. Operation of this equipment in a residential area is likely to cause harmful interference in which case the user will be required to correct the interference at his own expense.

Canadian Radio Interference Regulations

This digital apparatus does not exceed the Class A limits for radio noise emissions from digital apparatus as set out in the interference-causing equipment standard entitled "Digital Apparatus", ICES-003 of the Industry and Science Canada.

Cet appareil numérique respecte les limites de bruits radioélectriques applicables aux appareils numériques de Classe A prescrites dans la norme sur le matériel brouilleur: "Appareils Numériques", ICES-003 édictée par l'Industrie et Sciences Canada.

Fax Branding

The Telephone Consumer Protection Act of 1991 makes it unlawful for any person to use a computer or other electronic device to send any message via a telephone facsimile machine unless such message clearly contains in a margin at the top or bottom of each transmitted page or on the first page of the transmission the following information:

(1) the date and time of transmission

(2) identification of either business, business entity or individual sending the message; and

(3) telephone number of either the sending machine, business, business entity or individual.

Refer to the Facsimile User's Guide for instructions on how to enter this information into your product's memory.

The Telephone Company may make changes in its communications facilities, equipment operations, or procedures where such action is reasonably required in the operation of its business and is not inconsistent with the rules and regulations in FCC Part 68. If such changes can be reasonably expected to render any customer terminal equipment incompatible with telephone company communications facilities, or require modification or alteration of such terminal equipment, or otherwise materially affect its use or performance, the customer shall be given adequate notice in writing, to allow the customer an opportunity to maintain uninterrupted service.

Ringer Equivalence Number

The Ringer Equivalence Number and FCC Registration Number for this product may be found on the label located on the bottom or rear of the product. In some instances you may need to provide these numbers to the telephone company.

The Ringer Equivalence Number (REN) is a measure of the electrical load placed on the telephone line, and is useful for determining whether you have "overloaded" the line. Installing several types of equipment on the same telephone line may result in problems making and receiving telephone calls, especially ringing when your line is called. The sum of all Ringer Equivalence Numbers of the equipment on your telephone line should be less than five in order to assure proper service from the telephone company. In some cases, a sum of five may not be usable on your line. If any of your telephone equipment is not operating properly, you should immediately remove it from your telephone line, as it may cause harm to the telephone network.

WARNING:

FCC Regulations state that changes or modifications to this equipment not expressly approved by the manufacturer could void the user's authority to operate this equipment. In the event that terminal equipment causes harm to the telephone network, the telephone company should notify the customer that service may be stopped. However, where prior notice is impractical, the company may temporarily cease service, providing that they:

a) Promptly notify the customer.

b) Give the customer an opportunity to correct the equipment problem.

c) Inform the customer of the right to bring a complaint to the Federal Communication Commission pursuant to procedures set out in FCC Rules and Regulations Subpart E of Part 68.

You should also know that:

- Your product is not designed to be connected to a digital PBX system.
- If you intend to use a computer modem or fax modem on the same phone line as your product, you may experience transmission and reception problems with all the equipment. It is recommended that no other equipment, except for a regular telephone, share the line with your product.
- If your area experiences a high incidence of lightning or power surges, we recommend that you install surge protectors for both the power and the telephone lines. Surge protectors can be purchased from your dealer or telephone and electronic specialty stores.
- When programming emergency numbers and/or making test calls to emergency numbers, use a non-emergency number to advise the emergency service dispatcher of your intentions. The dispatcher will give you further instructions on how to actually test the emergency number.
- This product may not be used on coin service or party lines.
- This product provides magnetic coupling to hearing aids.
- You may safely connect this equipment to the telephone network by means of a standard modular jack, USOC RJ-11C.

Declaration of Conformity (European Countries)

Approvals and Certifications

The CE marking applied to this product symbolises Samsung Electronics Co., Ltd. Declaration of Conformity with the following applicable 93/68/EEC Directives of the European Union as of the dates indicated:

January 1, 1995: Council Directive 73/23/EEC Approximation of the laws of the member states related to low voltage equipment.

January 1, 1996: Council Directive 89/336/EEC (92/31/EEC), approximation of the laws of the Member States related to electromagnetic compatibility.

March 9, 1999: Council Directive 1999/5/EC on radio equipment and telecommunications terminal equipment and the mutual recognition of their conformity.

A full declaration, defining the relevant Directives and referenced standards can be obtained from your Samsung Electronics Co., Ltd. representative.

EC Certification

Certification to 1999/5/EC Radio Equipment & Telecommunications Terminal Equipment Directive (FAX)

This Samsung product has been self-certified by Samsung for pan-European single terminal connection to the analogue public switched telephone network (PSTN) in accordance with Directive 1999/5/EC. The product has been designed to work with the national PSTNs and compatible PBXs of the European countries:

In the event of problems, you should contact the Euro QA Lab of Samsung Electronics Co., Ltd. in the first instance.

The product has been tested against TBR21. To assist in the use and application of terminal equipment which complies with this standard, the European Telecommunication Standards Institute (ETSI) has issued an advisory document (EG 201 121) which contains notes and additional requirements to ensure network compatibility of TBR21 terminals. The product has been designed against, and is fully compliant with, all of the relevant advisory notes contained in this document.

Replacing the Fitted Plug (for UK Only)

IMPORTANT

The mains lead for this machine is fitted with a standard (BS 1363) 13 amp plug and has a 13 amp fuse. When you change or examine the fuse, you must re-fit the correct 13 amp fuse. You then need to replace the fuse cover. If you have lost the fuse cover, do not use the plug until you have another fuse cover.

Please contact the people from you purchased the machine.

The 13 amp plug is the most widely used type in the UK and should be suitable. However, some buildings (mainly old ones) do not have normal 13 amp plug sockets. You need to buy a suitable plug adaptor. Do not remove the moulded plug.

WARNING

If you cut off the moulded plug, get rid of it straight away.
You cannot rewire the plug and you may receive an electric shock if you plug it into a socket.

IMPORTANT WARNING: You must earth this machine.

The wires in the mains lead have the following colour code:

- Green and Yellow: Earth
- Blue: Neutral
- Brown: Live

If the wires in the mains lead do not match the colours marked in your plug, do the following:

You must connect the green and yellow wire to the pin marked by the letter `E', or by the safety `Earth symbol' or coloured green and yellow or green.

You must connect the blue wire to the pin which is marked with the letter `N' or coloured black.

You must connect the brown wire to the pin which is marked with the letter `L' or coloured red.

You must have a 13 amp fuse in the plug, adaptor, or at the distribution board.

EU Declaration of Conformity (RTTE)

We, Samsung Electronics Co, Ltd.

#259,GongDan-Dong,Kumi-Shi Kyung Buk,KOREA 730-030
(factory name, address)

lare under our sole responsibility that the product
Multi-function Laser Printer model "SF-835P & SF-830"

nich this declaration relates is in conformity with

RTTE Directive 1999/5/EC (Annex II)
Low Voltage Directive 73/23/EEC
EMC Directive 89/336/EEC:92/31/EEC

plication of the following standards

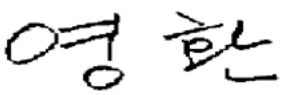
RTTE : TBR 21, TBR 38

LVD : EN 60950:1992 +A1+A2+A3+A4+A11

EMC : EN55022:1998,EN61000-3-2:1995+A1+A2:1998,EN61000-3-3:1995,EN55024:1998

facturer)
Samsung Electronics co.,ltd
#259,KongDan-Dong,GuMi-City
KyungBuk, Korea 730-030

2002-02-19
(place and date of issue)



Kim Young Hwan / General Mana
(name and signature of authorized person)

sentative in the EU)
Samsung Electronics Euro QA Lab.

1 INSTALLATION

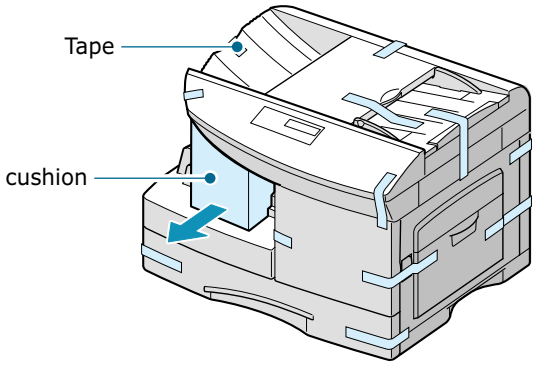
This chapter provides step-by-step instructions on setting up the product.

This chapter includes:

- **Unpacking**
- **Component Location**
- **Control Panel Functions**
- **Making Connections**
- **Installing Drum and Toner Cartridges**
- **Turning the Product On**
- **Loading Paper**
- **Using Paper Supports**

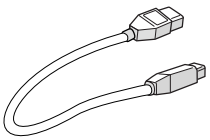
Unpacking

1 Remove the shipping tapes from the front, back, and sides of the product. Remove the cushion.

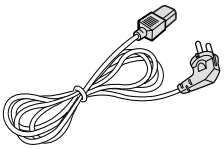


2 Pull open the tray and remove the packing material from the tray.

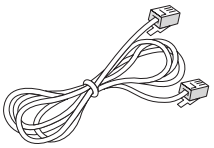
3 Ensure that you have the following:



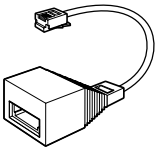
USB Cable*[2]



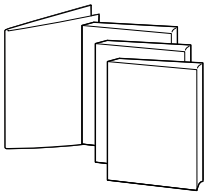
AC Power Cord*[1]



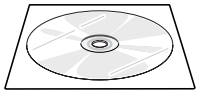
Telephone Line Cord*[1]



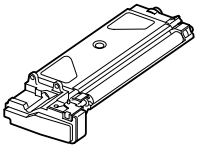
TAM Lead
(For UK only)



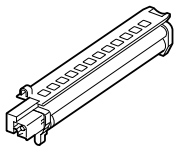
This User's Guide, Quick Install Guide, MFP User's Guide*2, SmarThru User's Guide*2



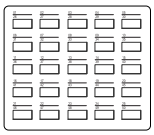
Software CD*2



Toner Cartridge



Drum Cartridge



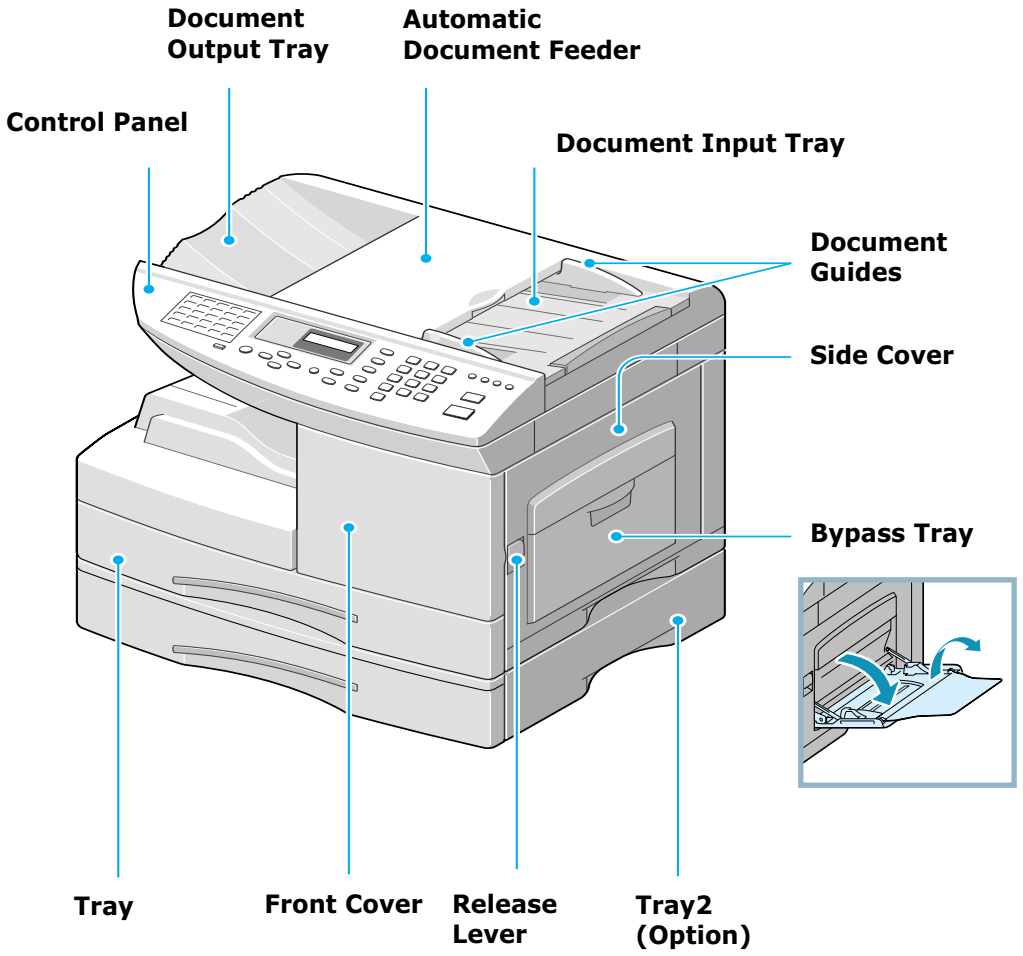
Adress Paper

*1 The appearance of the power cord and the telephone line cord vary according to countries.
*2 These items are provided with Msys 835P/SF-835P only.

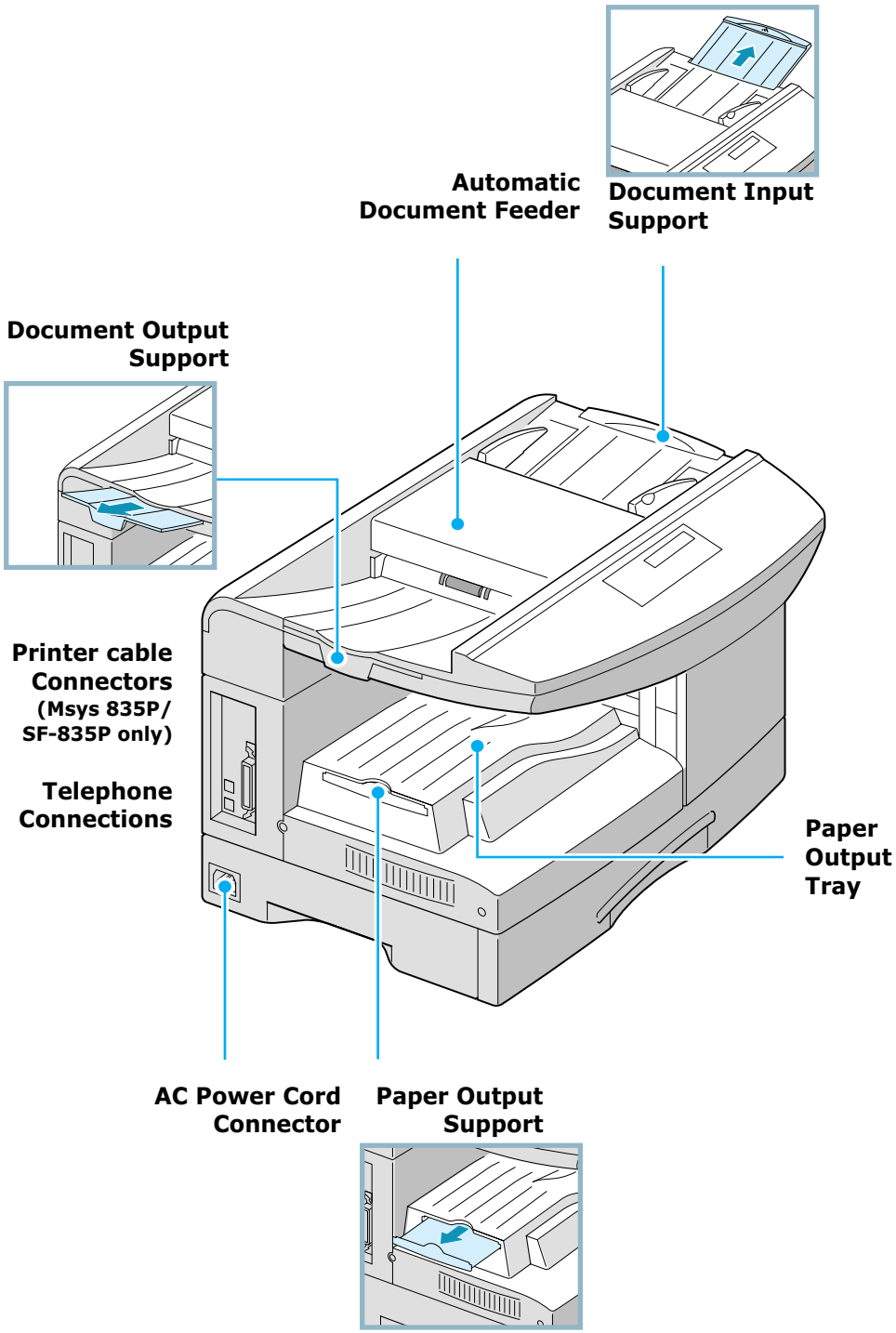
Component Location

Take a moment to familiarise yourself with the main components of your product.

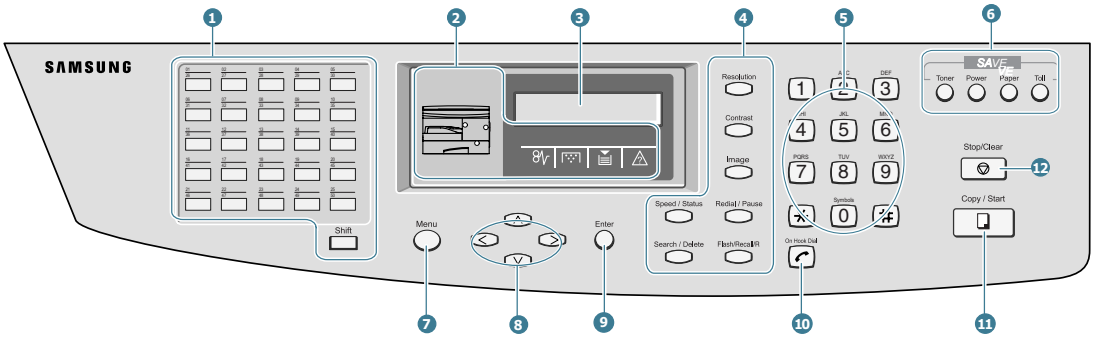
Front View

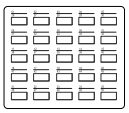
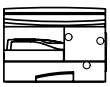
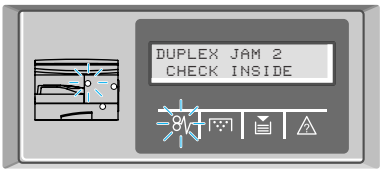


Side View


Automatic Document Feeder
Document Input Support
Document Output Support
Printer cable Connectors (Msys 835P/ SF-835P only)
Telephone Connections
Paper Output Tray
AC Power Cord Connector
Paper Output Support

Control Panel Functions



1		Use to store frequently dialled fax number and dial them with a touch of the buttons. Also use in conjunction with the **Menu** button to access the corresponding menu functions.
	Shift	Allows you to shift one-touch buttons to the locations 26 through 50.
2	 (status map)	When an error occurs, the lamp in the corresponding location on the Status map turns on as well as the error indicator, and the error message appears on the display so that you can locate the error. For details on the meaning of the error messages, see page 10.13.  ▲ ex) The paper is jammed in the exit area.

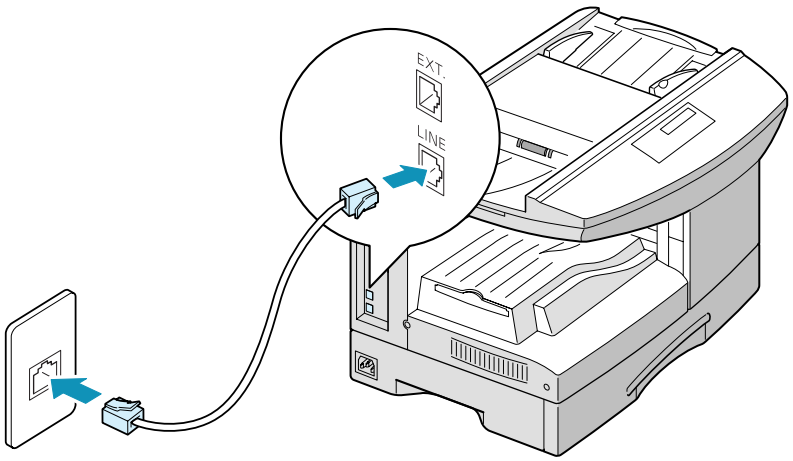
2	(Error indicators)	Turns on when a paper jam occurs. To clear the jam, see page 10.3.
		Turns on when the toner or drum almost runs out. To replace the toner or drum cartridge, see page 9.2 and page 9.7.
		Turns on when the input tray you are using is empty. To load paper, see page 1.15.
		Turns on when an error occurs on the system.
3		Displays the current status and prompts during operation.
4	Resolution	Adjust the resolution of the documents for the current job.
	Contrast	Use to adjust the contrast of the documents for the current job.
	Image	Use to select the text type for the current job.
	Search / Delete	Use to search for number in memory. Also use to delete digit in the edit mode.
	Speed / Status	Use to store frequently dialled fax number and dial them using the speed number. Also use to display alternatively the currently active and pending jobs.
	Redial / Pause	Redials the last number in Standby mode or insert a pause into a fax number in the edit mode.
	Flash/Recall/R	Use to perform a switch-hook operation such as call waiting.
5	1 2 3 4 5 6 7 8 9 * 0 #	Use to dial a number or enter alphanumeric characters.

6 **SAVE**	Toner	Allows you to save toner by using less toner to print a document.
	Power	Allows you to save power by reducing power consumption when not printing.
	Paper	Allows you to save paper by printing 2 pages on a single sheet of paper (available in the Copy mode only).
	Toll	Allows you to save on call costs by sending a fax during a preset toll save time. By using this feature, you can take advantage of lower long distance rates at night, for example.
7	Menu	Enters the menu functions in conjunction with the one-touch buttons. Also backs you up to the previous menu level or exits the menu.
8*		Scrolls though the menu items.
		Scrolls though the option available for the selected menu item. In the Copy mode, < allows you to change the zoom rate and > to change the number of copies.
9	Enter	Confirms the selection on the display.
10	On Hook Dial	Engages the telephone line.
11	Copy / Start	Use to start a job. And, shows the copy options if you press this button after loading document.
12	Stop/Clear	Use to stop an operation at any time.

*Navigation buttons

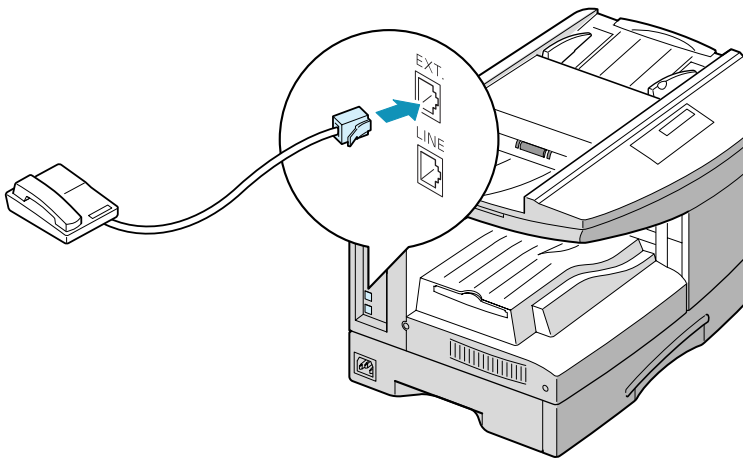
Making Connections

1 Connect the supplied telephone line to the **LINE** jack and the other end to the wall jack.



2 If you want to use your product for receiving both faxes and voice calls, you will need to connect a telephone and/or answering machine to your product.

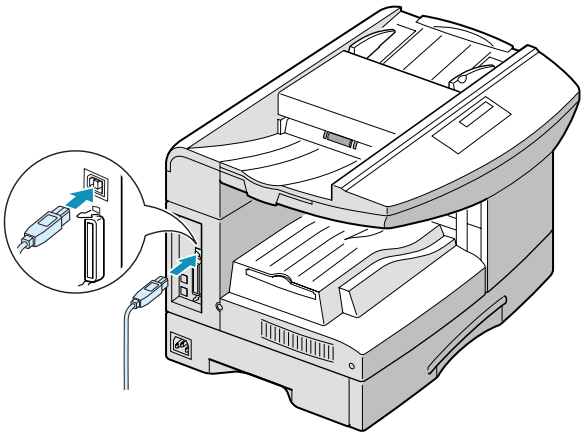
Plug the cord of your extension phone or answering machine into the **EXT** jack.



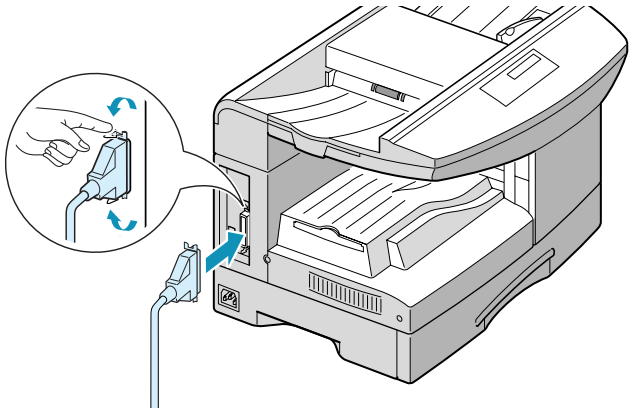
NOTES:

- For UK users, it is strongly recommended to use the TAM lead and the telephone line cord supplied with your product.
- If you are replacing the line cord with other manufacturer's, it should be AWG #26 or lower guage.

3 **(For Msys 835P/SF-835P Users only)** Connect the USB cable which came with your product.



If you want to use a parallel printer cable, purchase only IEEE-1284 compliant parallel cable and connect it to the parallel connector on your product.

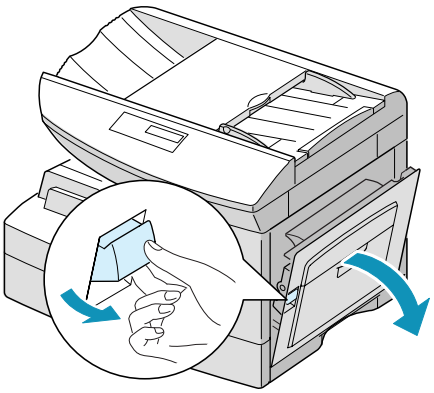


NOTES:

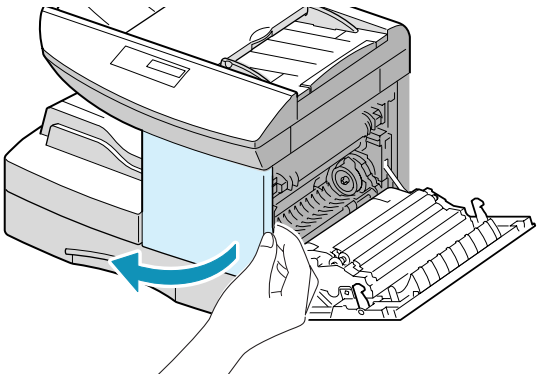
- You only need to connect one of the above cables.
- If you are using a USB cable, you must be running Windows 98/Me/2000/XP.
- When using USB connection, your product provides two USB modes: Fast and Slow. Fast is the default mode. Some PC user may experience poor USB implementation in the default mode. If this occurs, select Slow mode to achieve successful results. For details on changing USB mode, see page 10.21.

Installing Drum and Toner Cartridges

1 Pull the release lever to open the side cover.

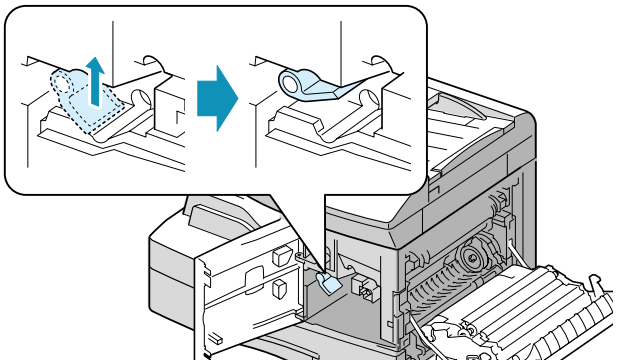


2 Open the front cover.

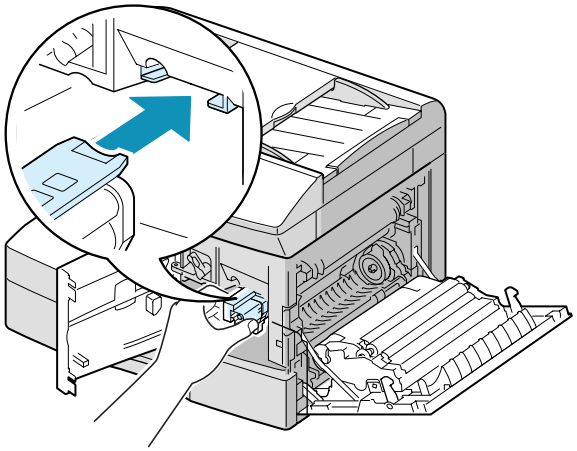


CAUTION: Ensure that the side cover is open before opening the front cover.

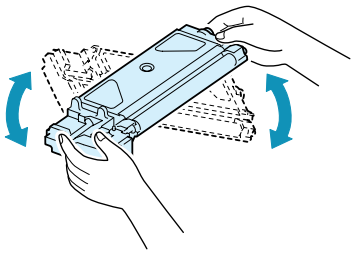
3 If the cartridge locking lever is on the lower position, turn the lever upward until it locks into place.



4 Remove the drum cartridge from its bag and slide it into the product firmly until it locks into place completely.

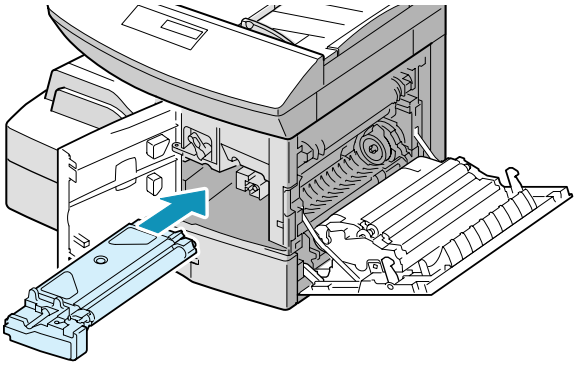


5 Remove the toner cartridge from its bag. Gently shake the cartridge to loosen the toner.

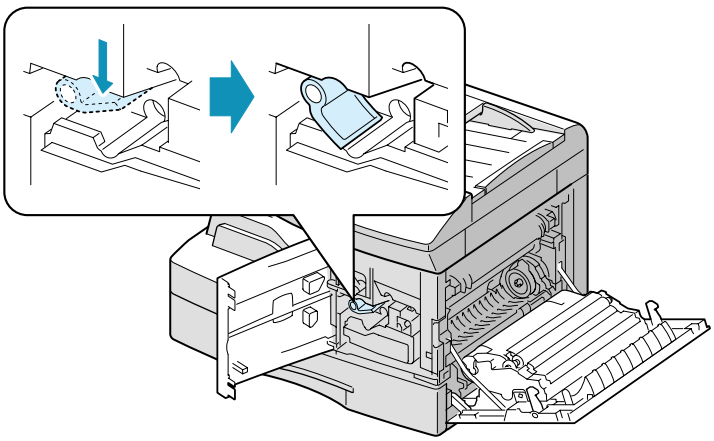


Thoroughly shaking the cartridge will assure maximum copies per cartridge.

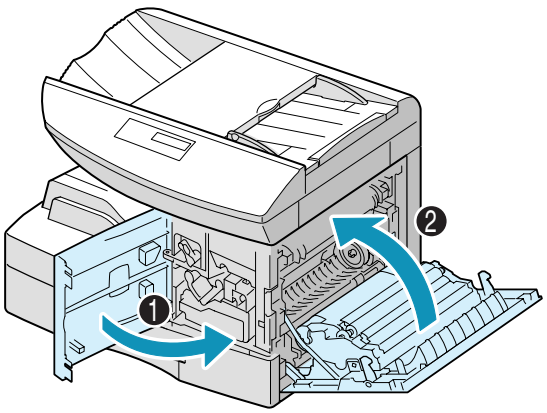
6 Slide the toner cartridge into the product aligning the cartridge to the left of the slot until it locks into place completely.



7 Turn the cartridge locking lever downwards until it locks into place.



8 Close the front cover first and then the side cover next.

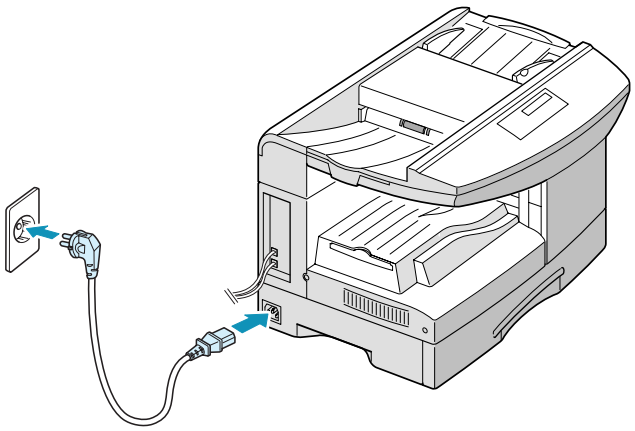


NOTE: When the drum or toner cartridge needs to be replaced, the display indicates the corresponding message with the error indicator. Refer to the list of error messages on page 10.13.

To replace the drum and toner cartridges, see page 9.2 and page 9.7 respectively.

Turning the Product On

Plug one end of the supplied three-wire electrical grounding type cord into the AC socket on the product and the other end into a properly grounded AC outlet.



"WARMING UP PLEASE WAIT..." appears on the display indicating the product is on.

To view your display text in another language, see page 2.2.

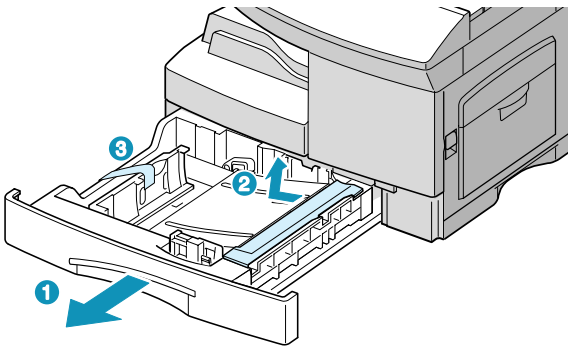
Loading Paper

The tray (Tray 1) can hold a maximum of 550 sheets of 20lb plain paper. You can use A4-, letter-, folio- and legal-size paper.

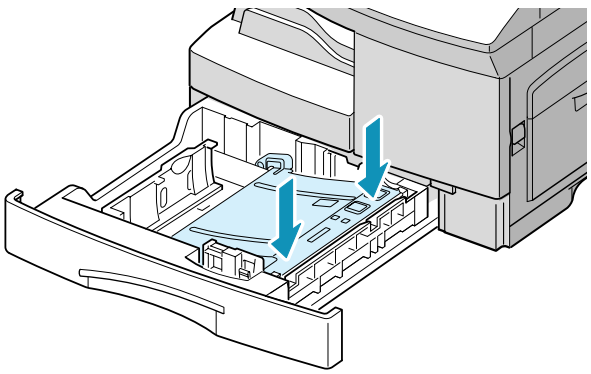
If you purchase an optional tray (Tray 2) and attach it below the Tray 1, you can also load paper in the Tray 2.

Using Tray 1

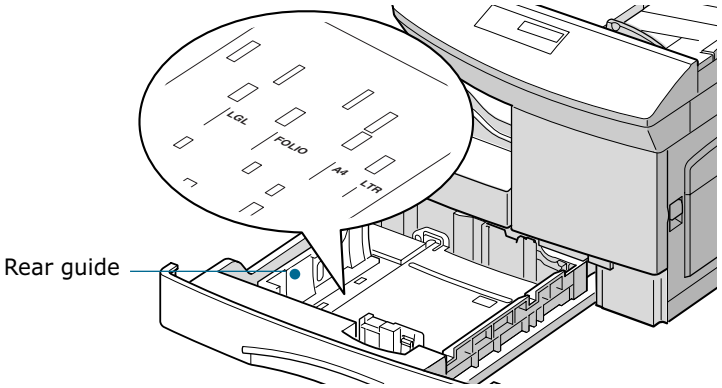
1 Pull open the Tray 1. Remove the cushion and the shipping tape.



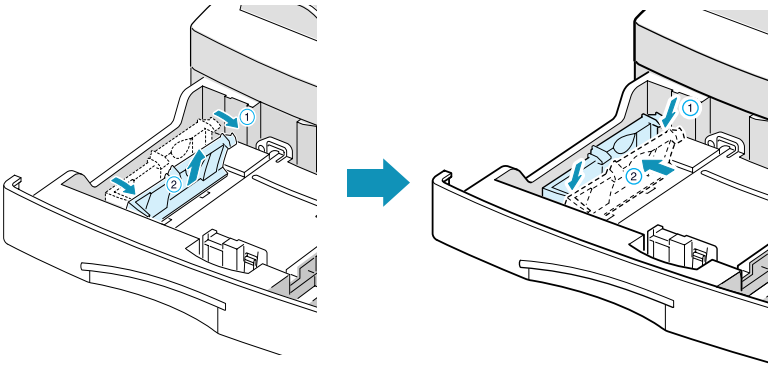
2 Push down on the pressure plate until it locks in position.



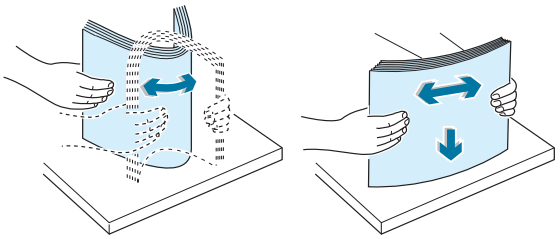
3 Adjust the rear paper guide to the desired paper length. It is preset to Letter or A4 size depending on country. To load another size, lift and insert the rear guide into the corresponding position.



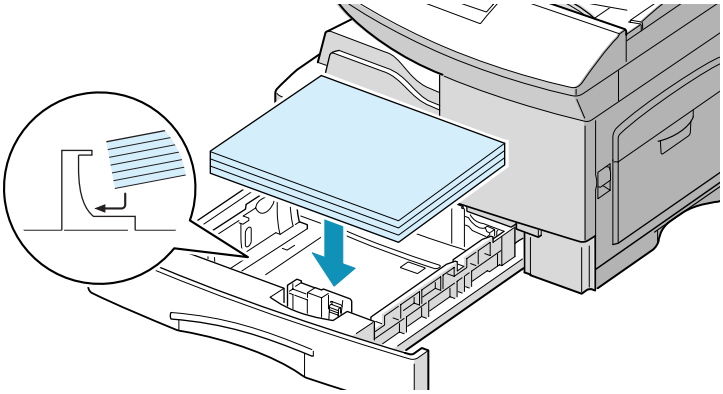
To remove and insert the rear guide, turn it slightly to your right side then lift it. While holding the rear guide at 70° angle, insert it into the corresponding position and push it to your left side until it stands up completely.



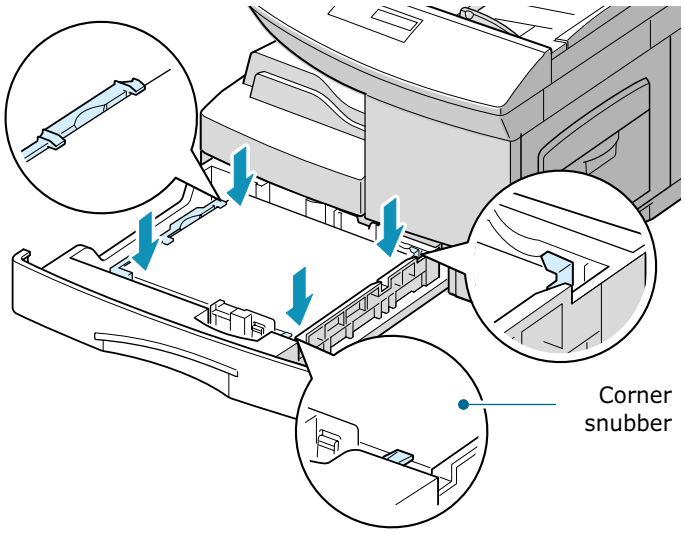
4 Prepare a stack of paper or envelope for loading by flexing or fanning them back and forth. Straighten the edges on a level surface.



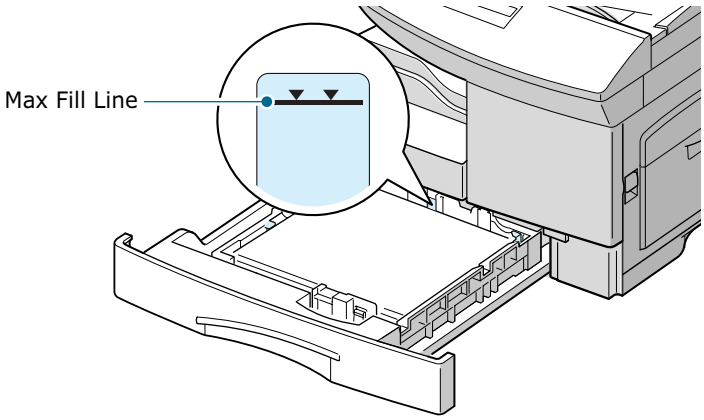
5 Fan the paper and insert it into the tray.



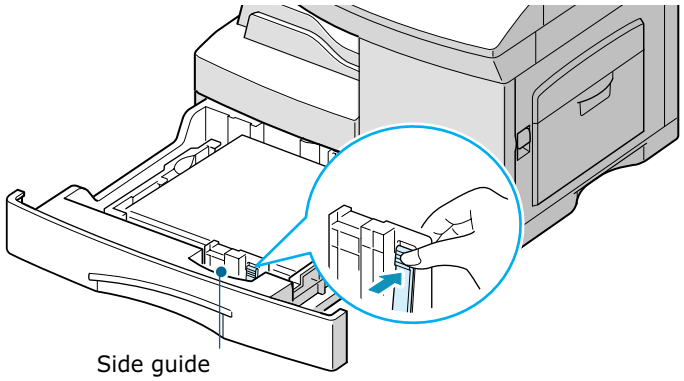
6 Ensure that the paper corners are under the corner snubbers.



Do not fill above the max fill line.



7 While squeezing the side guide as shown, move it toward the stack of paper until it lightly touches the side of the stack. Do not too tightly to press the guide the edge of the paper; the guide may bend the paper.

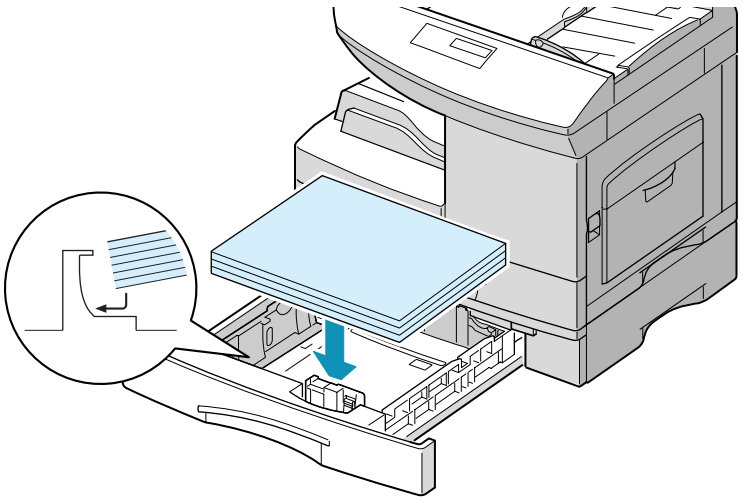


8 Close the Tray 1.

Using Tray 2(Option)

The optional tray can also hold a maximum of 550 sheets of 20lb plain paper.

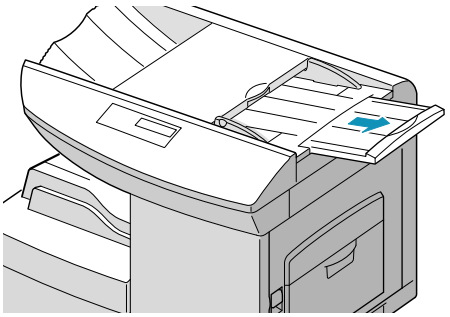
To load paper in the Tray 2, follow the instruction to load paper in the Tray 1 on page 3.4.



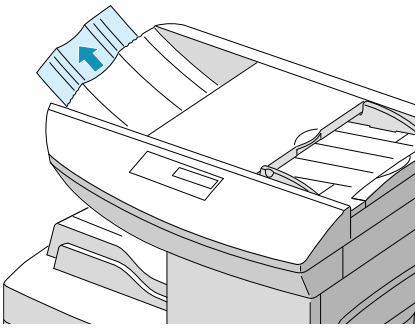
Using Paper Supports

The following supports are built in the product. Pull them out to support the paper. You can fold them in to save space when not in use.

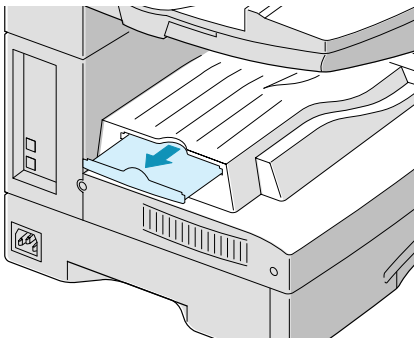
Document Input Support
supports the document loaded in the document input tray.



Document Output Support
supports the documents stacked in the document output tray.



Paper Output Support
supports the paper stacked in the paper output tray.



NOTE

2 GETTING STARTED

The following topics are included:

- **Changing the Display Language**
- **Setting System ID**
- **Setting Date and Time**
- **Setting the Paper Size**
- **Setting Sounds**
- **Using Save Mode**

Changing the Display Language

1 Press **Menu** and then ^ or v repeatedly until "SYSTEM SETUP" appears on the display, then press **Enter**.

2 Press ^ or v until you see "SELECT LANGUAGE" on the display. The current setting is displayed on the lower line.

3 Press < or > to display the desired language.

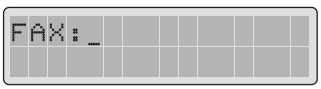
4 Press **Enter** to save the selection.

5 To return to Standby mode, press **Stop/Clear**.

Setting System ID

In some countries you are required by law to indicate your fax number on any fax you send. The System ID, containing your telephone number and name (or company name), will be printed at the top of each page sent from your product.

1 Press **Menu** and then ^ or v repeatedly until "SYSTEM ID" appears on the display, then press **Enter**. The LCD display asks you to enter the fax number.



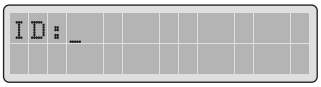
If there is a number already set, the number appears.

Enter your fax telephone number using the number keypad. You can include the + symbol in the phone number by pressing the * button and insert a space by pressing the **#** button.

NOTE: If you make a mistake while entering numbers, press < at the end of the entries to delete the last digit or press **Search/ Delete** to delete all digits you entered.

When the cursor is in the first digit or in the middle of the number, you can use < or > to move the cursor under the wrong digit to correct.

2 Press **Enter** when the number on the LCD display is correct. The LCD display asks you to enter the ID.



3 Enter your name or company name by using the number keypad.

You can enter alphanumeric characters using the number keypad, and include special symbols by pressing **0** repeatedly.

For details on how to use the number keypad to enter alphanumeric characters, see "Entering Characters Using the Number Keypad" on page 2.3.

If you want to enter the same letter or number in succession (e.g. SS, AA, 777), enter one digit, move the cursor by pressing the > button, and enter the next digit.

If you want to insert a space in the name, you can also use the > button to move the cursor to skip the position.

4 Press **Enter** when the name on the LCD display is correct.

5 Press **Stop/Clear** to return to Standby mode.

Entering Characters Using the Number Keypad

As you perform various tasks, you'll need to enter names and numbers. For example, when you set up your product, you enter your name (or your company's name) and telephone number. When you store one-touch, speed dial or group dial number, you may also enter the corresponding names.

To enter alphanumeric characters:

1 When prompted to enter a letter, locate the button labelled with the character you want. Press the button repeatedly until the correct letter appears on the LCD display.

For example, to enter the letter **O**, press **6**, (labelled MNO).

Each time you press **6**, the LCD display shows a different letter, first **M**, then **N** and **O**, and finally **6**.

You can enter special characters (space, plus sign, etc.). For details, see "Keypad Character Assignment" on page 2.4.

2 To enter additional letters, repeat Step 1.

If the next letter is printed on the same button, move the cursor by pressing > and then press the button labelled with the letter you want. The cursor moves right and the next letter appears on the LCD display.

3 When you finish entering letters, press **Enter**.

Keypad Character Assignment

Key	Assigned numbers, letters or characters
1	Space 1
2	A B C 2
3	D E F 3
4	G H I 4
5	J K L 5
6	M N O 6
7	P Q R S 7
8	T U V 8
9	W X Y Z 9
0	+ - , . ' / * # & 0

Editing Numbers or Names

If you make a mistake while entering number or name, press < at the end of the entries to delete the last digit or press **Search/ Delete** to delete all digits you entered. Then enter correct numbers or characters.

When the cursor is in the first digit or in the middle of the number, you can use < or > to move the cursor under the wrong digit to correct.

Inserting a Pause

With some telephone systems, you must dial an access code (9 for example) and listen for a second dial tone. In such cases, you must insert a pause in the telephone number. You can insert a pause while you are setting up one-touch dial, or speed dial number.

To insert a pause, press **Redial/Pause** at the appropriate place while entering the telephone number. A "–" will appear on the LCD display at the corresponding location.

Setting Date and Time

The current time and date are shown on the LCD display when the product is on and ready for fax (Standby mode). The time and date are printed on all faxes you send.

Note: If power to the product is cut off for over 30 minutes, when power is restored, the product prompts you to reset time and date.

1. Press **Menu** and then ^ or v repeatedly until "DATE & TIME" appears on the display, then press **Enter**.

2. Enter the correct time and date using the number keypad.

Day = 01 ~ 31
Month = 01 ~ 12
Year = requires the four digits
Hour = 00 ~ 23(24-hour mode)
01 ~ 12(12-hour mode)
Minute = 00 ~ 59

You can also use < or > to move the cursor under the digit you want to correct, and enter a new number.

3. To select AM or PM for 12-hour format, press ^ or v.

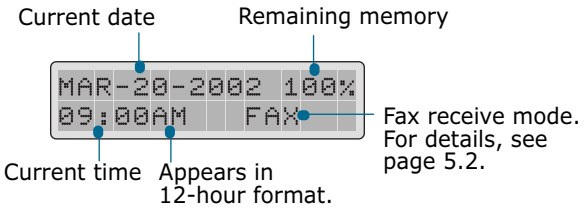
You can change the clock mode to 24-hour format (e.g. 01:00 PM as 13:00). For details, see page 8.6.

4 Press **Enter** when the time and date on the LCD display is correct.

If you enter an invalid number, the product beeps and does not proceed to the next step. If this happens, just re-enter the correct number.

The USA format will be displayed in the order of month, day, then year. But Europe format will be displayed in the order of day, month, year.

The LCD display shows the time and date you have set, and returns to Standby mode.



Setting the Paper Size

After loading paper in the Tray1, you have to set the paper size using the control panel buttons.

1 Press **Menu** and then ^ or v repeatedly until "SYSTEM DATA" appears on the display, then press **Enter**.

The display shows "TRAY PAPER" on the top line and the available options on the bottom line.

2 Use < or > to select the paper size you are using, and press **Enter** to save the selection.

You can press the corresponding number shown on the display to select the paper size.

3 To return to Standby mode, press **Stop/Clear**.

Setting Sounds

You can control the following sounds:

- Ringer Volume - You can adjust the ringer volume.
- Alarm Sound - You can turn the alarm sound on or off. With this option set to "ON," alarm tone sounds when an error occurs or fax communication ends.
- Key Sound - With this option set to "ON," key tone sounds each time any key is pressed.
- Speaker Control - You can turn on or off the speaker. With this option set to "COM," the speaker is on until the remote machine answers.
- Speaker Volume - You can adjust the volume of the speaker to the desired loudness.

Ringer Volume, Alarm Sound, Key Sound, Speaker Control

1 Press **Menu** and then ^ or v repeatedly until "SYSTEM SETUP" appears on the display, then press **Enter**.

2 Press ^ or v to scroll through the options. Press until you see the desired option, then press **Enter**.

3 Press < or > to display the desired status or loudness for the option you have selected.

You'll see the selection on the lower line of the LCD display. For ringer volume, 10 levels are available. You'll also hear the selected loudness. Setting to the left end turns the ringer off. The product will work normally even if the ringer is set to off.

4 Press **Enter** to save the selection. The next system setup option appears.

5 If necessary, repeat steps 2 to 4. To return to Standby mode, press **Stop/Clear**.

Speaker Volume

1 Press **On Hook Dial**. You'll hear dial tone.

2 Press < or > repeatedly until you find the desired loudness. You can select the level from 0 to 7. The LCD display shows the current volume level.

The setting will be stored automatically.

3 Press **Stop/Clear** to return to Standby mode.

Using Save Mode

Toner Save

Toner Save feature allows the printer to use less toner on each page. Activating this mode will extend the life of the toner cartridges longer than normal mode, but will reduce the print quality.

To turn the Toner Save mode on, take the following steps:

1 Press **SAVE Toner**. The display shows the current setting on the bottom line.

2 Press **SAVE Toner** or use the navigation buttons to change the setting.

To enable the Toner Save mode on, select "ON." The button backlight is on. To disable the mode, select "OFF." The button backlight is off.

3 Press **Enter** to save the selection.

Paper Save

If you press the **SAVE Paper** button before pressing **Copy/Start**, the product prints 2 pages on a single sheet of paper to save paper. To turn this feature on, take the following steps:

1. Press **SAVE Paper**. The display shows the current setting on the bottom line.

2. Press **SAVE Paper** or use the navigation buttons to change the setting. To enable the Paper Save mode, select "ON." Or select "OFF" to disable the mode.

3. Make the desired copy setting, and press **Copy/Start**.

   If no copy job is implemented in some minutes after you enable the Paper Save mode, the product automatically clears 2-up copy mode and get into the normal copy mode.

Power Save

The Power Save mode allows the printer to reduce power consumption when it is not in actual use. To turn the Power Save mode on, take the following steps:

1. Press **SAVE Power**. The display shows the current setting on the bottom line.

2. Press **SAVE Power** or use the navigation buttons to change the setting. To enable the Power Save mode, select "ON." Or select "OFF" to disable the mode.

You can further select the length of time the product waits after a job is printed before it switches to a reduced power state.

1. Press and hold the **SAVE Power** button.

2. The available time settings appear on the display and the current setting blinks. The available options are 5, 10, 15, 30, and 45 (minutes). Press the navigation buttons until the desired time blinks.

3. Press **Enter** to save the selection.

4. To return to Standby mode, press **Stop/Clear**.

Toll Save

The Toll Save mode allows you to save the toll for the telephone call by transmitting the document stored in memory during the time slot when the call charge is discounted.

To use the toll save transmission, you must preset the toll save time and then send a fax by using the **SAVE Toll** button.

For details, see see “Using Toll Save Transmission” on page 4.7.

3 COPYING

This chapter introduces you to the basics of selecting print media and loading print media into your product.

This chapter includes:

- **Selecting Print Media**
- **Paper Guidelines**
- **Loading Paper in Tray**
- **Using the Bypass Tray**
- **Setting the Paper Size for Copying**
- **Selecting Paper Tray**
- **Setting Paper Type**
- **Copying a Document**
- **Setting Copy Options**
- **Collation Copy**
- **Duplex Copy**
- **Paper Save Copying (2-up Copy)**

Selecting Print Media

Always use print media that meets the guidelines for use with this product. Using a print media that is not recommended may cause paper jams or print quality problems.

Media Size Input Sources and Capacities

Media Size	Input Source/Capacity[a]	
	Tray1 or Tray2	Bypass Tray
Plain paper		
Letter (8.5 x 11 in.)	YES/550	YES/100
Legal (8.5 x 14 in.)	YES/550	YES/100
Executive (7.25 x 10.5 in.)	NO/0	YES/100
A4 (210 x 297 mm)	YES/550	YES/100
B5 (182 x 257 mm)	NO/0	YES/100
A5 (148 x 210 mm)	NO/0	YES/100
Folio (8.5 x 13 in.)	YES/550	YES/100
Envelopes		
No. 10 (4.12 x 9.5 in.)	NO/0	YES/10
C5 (162 x 229 mm)	NO/0	YES/10
DL (110 x 220 mm)	NO/0	YES/10
B5 (176 x 250 mm)	NO/0	YES/10
Monarch (3.87 x 7.5 in.)	NO/0	YES/10
Labels[b]		
Letter (8.5 x 11 in.)	NO/0	YES/10
A4 (210 x 297 mm)	NO/0	YES/10
Transparency films[b]		
Letter (8.5 x 11 in.)	NO/0	YES/30
A4 (210 x 297 mm)	NO/0	YES/30
Card stocks[b]		
A6 (4.13 x 5.88 in.)	NO/0	YES/10
Post Card (4 x 6 in.)	NO/0	YES/10
Hagaki (5.83 x 8.27 in.)	NO/0	YES/10

a. Depending on paper thickness, maximum capacity may be reduced.
b. If you are experiencing excessive jamming, feed one sheet at a time through the Bypass Tray.

Paper Guidelines

When selecting or loading paper, envelopes, or other special media, keep these guidelines in mind:

- Attempting to print on damp, curled, wrinkled, or torn paper can cause paper jams and poor print quality.
- Use only high quality copier grade paper. Avoid paper with embossed lettering, perforations, or texture that is too smooth or too rough.
- Store paper in its ream wrapper until ready to use. Place cartons on pallets or shelves, not on the floor. Do not place heavy objects on top of the paper, whether it is packaged or unpackaged. Keep it away from moisture, or other conditions that can cause it to wrinkle or curl.
- During storage, moisture-proof wrap (any plastic container or bag) should be used to prevent dust and moisture from contaminating your paper.
- Always use paper and other media that conform with those listed on page 3.2.
- Use only well-constructed envelopes with sharp, well creased folds.
  - DO NOT use envelopes with clasps and snaps.
  - DO NOT use envelopes with windows, coated lining, self-adhesive seals, or other synthetic materials.
  - DO NOT use damaged or poorly made envelopes.
- It is recommended that you feed special paper types one sheet at a time.
- Only use the special media recommended for use in laser printers.
- To prevent special media such as transparencies and label sheet sticking together, remove them from the exit tray as they are printed.
- Place transparencies on a flat surface after removing them from the product.
- Do not leave the film in the paper tray for long periods of time. Dust and dirt may accumulate on the film resulting in spotty printing.
- To avoid smudging caused by fingerprints, handle transparency film and coated paper carefully.
- To avoid fading, do not expose the printed film to prolonged sunlight.

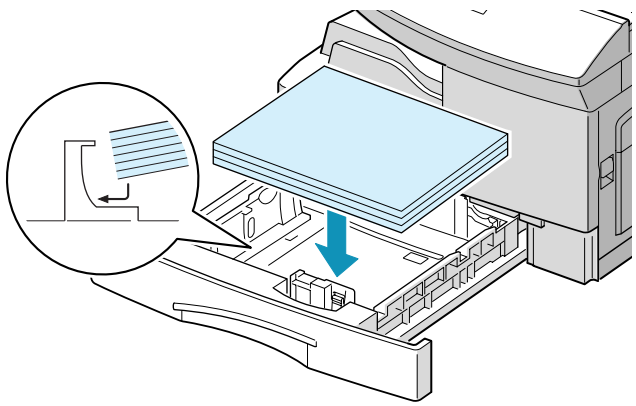
- Store unused media at temperatures between 59ºF and 86ºF (15ºC to 30ºC). The relative humidity should be between 10% and 70%.
- Do not load more than 10 sheets of special media into the Bypass Tray at a time.
- Verify that the labels' adhesive material can tolerate fusing temperature of 392ºF (200ºC) for 0.1 second.
- Make sure that there is no exposed adhesive material between the labels. Exposed areas can cause labels to peel off during printing, which can cause paper jams. Exposed adhesive can also cause damage to product components.
- Do not feed a sheet of labels through the product more than once. The adhesive backing is designed for one pass through the product.
- Do not use labels that are separating from the backing sheet or are wrinkled, bubbled, or otherwise damaged.

Loading Paper in Tray

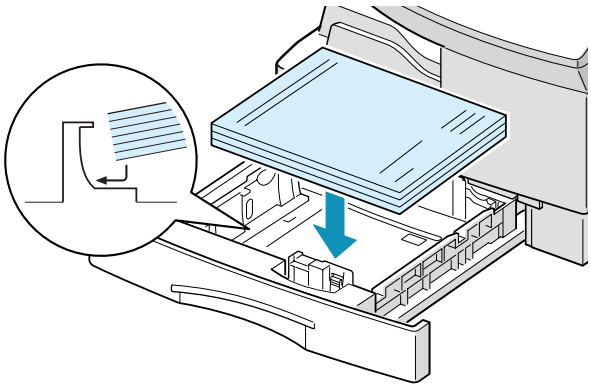
The Tray 1 can hold a maximum of 550 sheets of 20lb plain paper. You can use A4-, letter-, folio and legal-size paper.

If you purchase an optional tray and attach it below the standard Tray 1, you can also load paper in the optional Tray 2.

To load paper, pull open the Tray 1 or the tray 2 and load paper with the print side facing up.



You can load letterhead paper with the design side facing up. The top edge of the sheet with the logo should be placed at the right side.

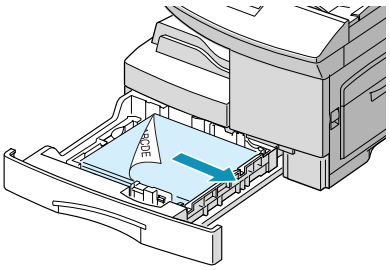


For details on loading paper in the tray, see page 3.4.

After loading paper in the tray, you have to set the correct paper size using the control panel buttons. See page 3.9.

NOTES:

- If you experience problems feeding paper, place the paper in the Bypass tray.
- When printing on the used paper from the tray, you can load up to 300 sheets. The printed side should be facing down and the edge without curl at the right side. If you experience problems on feeding paper, turn the paper around. Note that the print quality is not guaranteed.



Using the Bypass Tray

The Bypass tray is located at the right side of your product. It can be closed when you are not using it, making the product more compact.

Use the bypass tray to print transparencies, labels, envelopes or postcards in addition to making quick runs of paper types or sizes that are not currently loaded in the tray.

Acceptable print media are plain paper with sizes ranging from 3x5, to Legal 8.5 x 14 inch, the largest size acceptable, and weighing between 16lb and 43lb.

The following table summarizes the print media allowed as well as their stacking height limit.

Paper Type	Stacking Height Limit
Plain Paper	100 sheets or 9mm (max)[a]
Envelope	10 envelopes or 9mm (max)[a]
Transparency	30 sheets or 9mm (max)[a]
Label	10 sheets or 9mm (max)[a]
Cardstock	10 sheets or 9mm (max)[a]

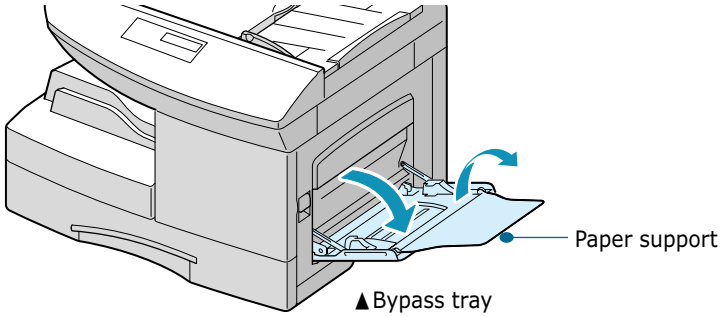
a.The height is measured with the stack of sheets laid, without being touched by hands, on a flat surface.

Notes:

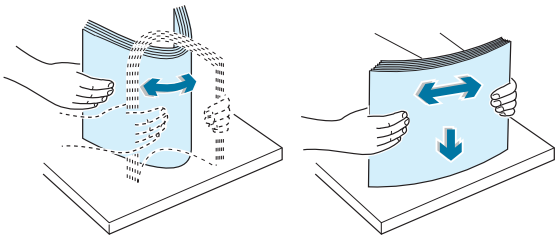
- Always load only the print media specified in Specifications to avoid paper jams and print quality problems.
- Do not hit the bypass tray or rest your hands on it; otherwise the tray may be damaged or detached from the product.
- Remove any curl on postcards, envelopes, and labels before loading them into the multi-sheet bypass feeder.

To load print media in the Bypass tray:

1 Lower the Bypass tray, located on the right side of the product. Unfold the paper support extension as shown.

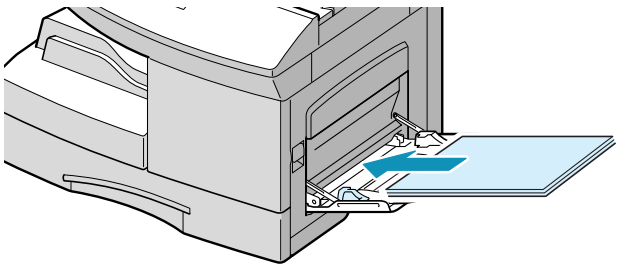


2 Prepare a stack of paper or envelope for loading by flexing or fanning them back and forth. Straighten the edges on a level surface.

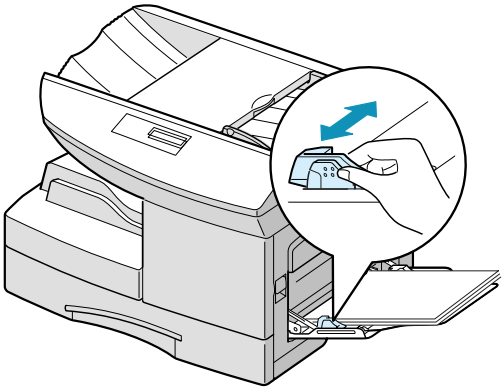


For transparencies; hold the transparencies by the edges and avoid touching the print side. Oils from your fingers that are deposited on the transparency can cause print quality problems. If you are using the transparencies with paper backing, insert a sheet of plaing paper on the tray before loading transparencies. Doing so prevents paper jams while feeding.

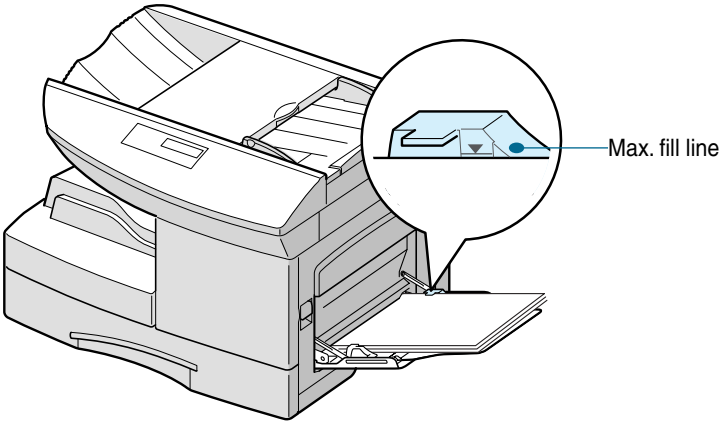
3 Load the print material with the print side facing down and against the right edge of the tray.



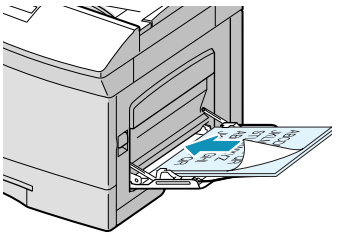
4 Adjust the paper guide to the width of the stack of print material.



Make sure that you have not loaded too much print media. The stack should be under the max. fill line. The print media buckles if you load a stack that is too deep, or push it in too far.



NOTE: When printing on the used paper from the bypass tray, the printed side should be facing up and the edge without curl at the left side. If you experience problems feeding paper, turn the paper around.



Setting the Paper Size for Copying

After loading paper in the Tray1 and 2 or the bypass tray, you have to set the correct paper size using the control panel buttons.

To set the paper size for tray 1 and 2, take the following steps:

1. Press **Menu** and then ∧ or ∨ repeatedly until "SYSTEM DATA" appears on the display, then press **Enter**.

   The display shows "TRAY PAPER" on the top line and the available options on the bottom line. The current setting blinks.

2. Use < or > to select the paper size you are using, and press **Enter** to save the selection.

3. To return to Standby mode, press **Stop/Clear**.

To set the paper size for the bypass tray, take the following steps:

1. Press **Menu** and then ∧ or ∨ repeatedly until "SYSTEM DATA" appears on the display, then press **Enter**.

   The display shows "TRAY PAPER" on the top line and the available options on the bottom line.

2. Use ∨ to display "BYPASS PAPER" on the top line. The available options appears on the bottom line and the current setting blinks.

3. Use < or > to select the paper size you are using, and press **Enter** to save the selection.

4. To return to Standby mode, press **Stop/Clear**.

Selecting Paper Tray

You can select the paper tray you want. To select the paper tray, take the following steps:

1. Feed the documnent face down into the ADF and adjust the document guides to the document size.

2. Press **Copy/Start** on the front panel.

3. Customise the copy settings including copy contrast, number of copies, and copy size if necessary. See "Setting Copy Options" on page 3.12.

4. Press ∨ or ∧ repeatedly until "PAPER TRAY" appears in the LCD display.

5. Press < or > button repeatedly to select the desired paper tray.

   If you installed an optional tray, you can choose between BYPASS, TRAY 1, TRAY 2, and AUTO. If not, you can choose between BYPASS, TRAY and AUTO.

Setting Paper Type

After loading paper in the trays, you have to set the correct paper type using the control panel buttons.

To set the paper type for the trays, take the following steps:

1. Press **Menu** and then ∧ or ∨ repeatedly until "SYSTEM SETUP" appears on the display, then press **Enter**.

2. Press ∨ or ∧ repeatedly until "PAPER TYPE" appears in the LCD display.

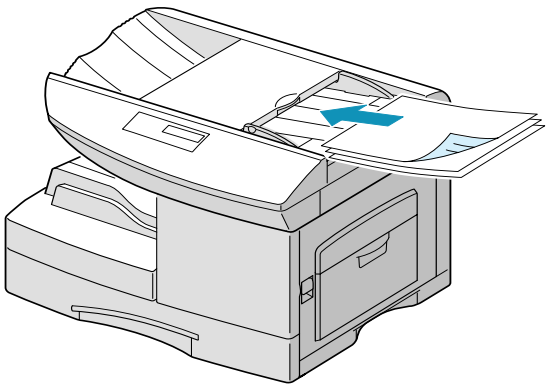
3. Press < or > button repeatedly to select paper type.

   You can set paper type between PLAIN PAPER, BOND, TRANSPARENCY, CARD STOCK, LABELS, PREPRINTED, COLORED, and ENVELOPE.

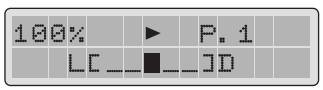
Copying a Document

Using the ADF(Automatic Document Feeder), you can load up to 30 documents in one job. Ensure documents are in good condition, have the same thickness and weight, and that all staples and paper clips have been removed.

1 Feed the document (up to 50 pages) face down into the ADF and adjust the document guides to the document size.



2 Press **Copy/Start** to enter the copy mode.



3 Customise the copy settings including copy contrast, number of copies, and copy size if necessary. See "Setting Copy Options" on page 3.12.

4 If necessary, you can use special copy features such as collation and duplex copy.

5 Press **Copy/Start** to begin copying. The display shows the copy processing.

Note: If you want to cancel the copy job, press **Stop/Clear** during copying or pull out the document from the ADF before pressing **Copy/Start** button.

Setting Copy Options

After you access the copy mode, you can set the following options for the current copy job.

Image

Image setting is used to select the text type for the current copy job. To select the image type, take the following steps:

1. Press **Image**. You can see the current setting on the bottom line of the display.

2. Press **Image** repeatedly or use the navigation buttons to change the setting. You can choose from:

   TEXT: Use for documents containing mostly text.

   MIXED: Use for documents with mixed text and graphics.

   PHOTO: Use when the originals are photographs.

3. Press **Enter** to save the selection.

Contrast

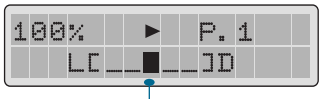
You can adjust the contrast for an original document containing paint markings or dark images.

To adjust the contrast, take the following steps:

1. In the Copy mode, press **Contrast**.

2. Press **Contrast** repeatedly or use the navigation buttons to change the setting. You can choose from 5 contrast settings.

   Each time you press the button, the selection block on the display moves to the left or to the right. As the selection block moves to the right, the contrast becomes darker.

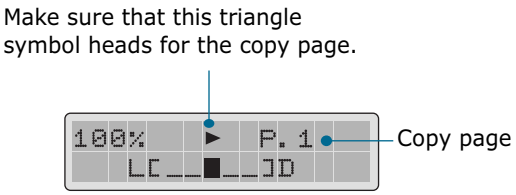


Selection block

Copy Page

You can select the number of copies you want from 1 to 999. To change the number of copies:

1 Check if the triangle symbol on the middle of the top line heads for the number of copies. If not, press < or >.

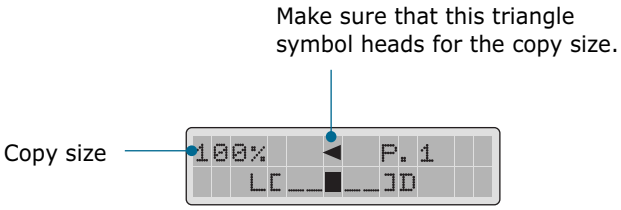


2 Enter the desired number of copies using the number keypad or the navigation buttons. The selected number appears on the display.

Reduced/Enlarge Copy

You can select the zoom rate of copies you want from 25% to 200%. To change the rate of copies:

1 Press < or > to set the triangle symbol on the middle of the top line heads for the zoom rate.



2 Enter the desired number of rate using the number keypad or the navigation buttons. The selected number appears on the display.

Collation Copy

When the collation copy feature is on your product sorts the copy job. For example, 2 copies of a 3 page job will print one complete document followed by the second complete document (e.g. 1,2,3, then 1,2,3).

1. Load the documents to be copied in the ADF.

2. Press **Copy/Start** on the front panel.

3. Customise the copy settings including copy contrast, number of copies, and copy size if necessary. See "Setting Copy Options" on page 3.12.

4. Press ˅ or ˄ repeatedly until "COPY COLLATION" appears in the LCD display.

5. Press < or > button to select "ON". The product collates the copy job.

   The "OFF" setting disables the collation. The product will print all the copies of one page and then the next page.

6. Press **Copy/Start** to begin copying.

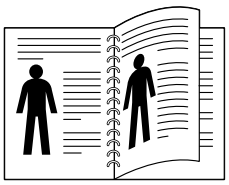
Duplex Copy

Duplex copy allows you to print on both sides of the paper. Duplex copy is available only when you load documents in the ADF.

Before printing in the duplex mode, decide on which edge you will bind your finished document. The binding options are:

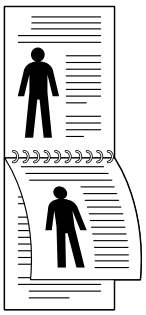
LONG EDGE, which is the conventional layout used in book binding.

SHORT EDGE, which is the type often used with calendars.



▲Long Edge

Short Edge▶



1. Load the documents to be copied in the ADF. Make sure that the original document is single-sided.

2. Press **Copy/Start** on the front panel.

3. Customise the copy settings including copy contrast, number of copies, and copy size if necessary. See "Setting Copy Options" on page 3.12.

4. Press ˅ or ˄ repeatedly until "DUPLEX COPY" appears in the LCD display.

5. Press < or > button to select the binding orientation. If you select "OFF", you cannot use duplex copying.

6. Press **Copy/Start** to begin copying.

Paper Save Copying (2-up Copy)

If you press **SAVE Paper** before copying starts, the product prints 2 pages on one sheet.

For details on using the Paper Save feature, see page 2.9.

4 Sending a Fax

The following topics are included:

- **Preparing Documents for Faxing**
- **How to Send a Fax**
- **Adjusting Document Settings**
- **Sending a Fax Automatically**
- **Sending a Fax Manually**
- **Confirming Transmission**
- **Using Toll Save Transmission**

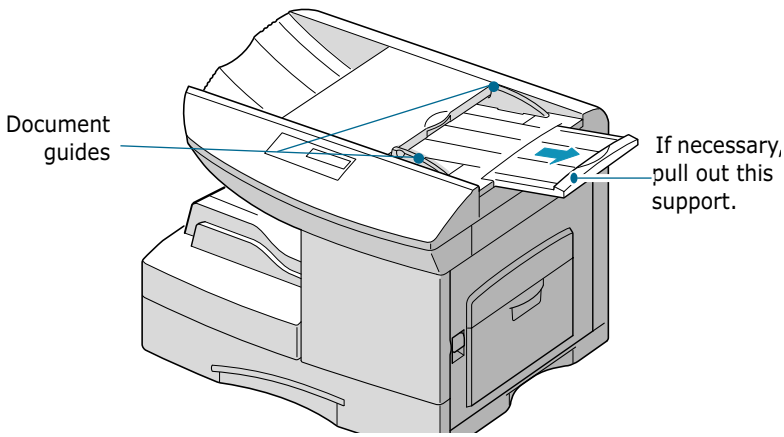
Preparing Documents for Faxing

Use the following guidelines to prepare your documents for faxing:

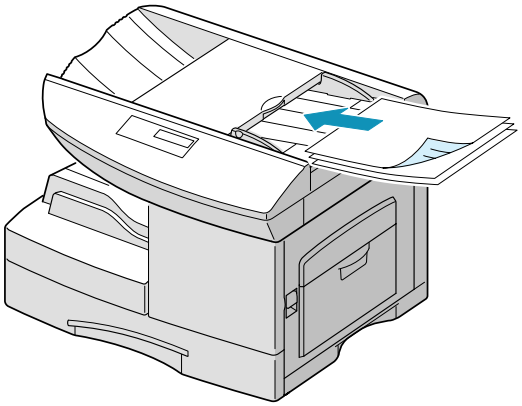
- Do not attempt to feed the following types of documents into the Automatic Document Feeder:
  - carbon-paper or carbon-backed paper
  - coated paper
  - onion skin or thin paper
  - wrinkled or creased paper
  - curled or rolled paper
  - torn paper
- Remove all staples and paper clips before feeding the document.
- Make sure any glue, ink or correction fluid on the paper is completely dry before loading the document.
- Do not load documents containing different sizes or weights of paper.

How to Send a Fax

1 Adjust the document guide on the ADF to match the width of the document.



2 Slide the document face down into the ADF. You can insert up to 50 sheets at a time.



3 You can adjust the following document settings to suit your fax needs (see page 4.4) :

- Resolution – to select resolution.
- Contrast – to adjust contrast.

4 Use the number keypad to dial the number of the remote fax machine.

To enter the number, you can also press a one-touch button or press **Speed/Status** and enter a speed dial number including a group dial number. For details, see "Automatic Dialling" on chapter 6.

5 Press **Copy/Start** or **Enter**.

Adjusting Document Settings

When setting typical text based documents, the default document settings produce good results.

However, if you send documents that are of poor quality, or contain photographs, you can adjust the following features to ensure a higher quality.

Resolution

1. Press **Resolution** to increase sharpness and clarity.

2. By pressing **Resolution** repeatedly or using the navigation buttons, you can choose between STANDARD, FINE, and SUPER FINE.

The document types recommended for resolution settings are described in the table below.

Mode	Recommended for:
STANDARD	Documents with normal sized characters.
FINE	Documents containing small characters or thin lines, or for sending documents printed using a dot-matrix printer.
SUPER FINE	Documents containing extremely fine detail. Super Fine mode is enabled only if the remote machine also supports Super Fine resolution. (See the Note below.)

Notes:

- The SUPER FINE resolution is not available if the Send from Memory option is set to "ON". If the Send From Memory option is set to "ON", the SUPER FINE resolution is automatically converted to the FINE resolution when the document is scanned into memory.
- If the product is set to the SUPER FINE resolution and the remote fax machine does not support the SUPER FINE resolution, your product will transmit using the highest resolution mode supported by the remote fax machine.

Contrast

1. Press **Contrast** to compensate for the brightness or darkness of your faxed document.

2. By pressing **Contrast** repeatedly or using the navigation buttons, you can choose from 5 contrast levels.

   Set to darker mode when the document contains faint pencil markings or light print.

   Set to lighter mode for dark print.

Image

Image setting is used to select the text type for the current copy or fax job. To select the image type, take the following steps:

1. Press **Image**. You can see the current setting on the bottom line of the display.

2. Press **Image** or the navigation buttons repeatedly until the desired mode appears. You can choose from:

   TEXT: Use for documents containing mostly text.

   MIXED: Use for documents with mixed text and graphics.

   PHOTO: Use when the originals are photographs.

Sending a Fax Automatically

1. Feed the document(s) face down into the ADF.

2. Adjust the document settings if necessary. For details, see "Adjusting Document Settings" on page 4.4.

3. Enter the remote fax phone number using the number keypad.

   To enter the number you can also press a one-touch button, or press **Speed/Status** and enter a speed dial number including a group dial number.

4 Press **Enter** or **Copy/Start**.

5 If the SEND FROM MEMORY feature is set to ON (default setting), the document is scanned into memory and the display shows the memory capacity and the number of pages being stored in memory.

NOTE: If you want to cancel the fax, press **Stop/Clear** at any time during the transmission.

Sending a Fax Manually

1 Feed the document(s) face down into the ADF.

2 Adjust the document settings if necessary. For details, see "Adjusting Document Settings" on page 4.4.

3 Press **On Hook Dial** button on the control panel. You hear a dial tone if the telephone line is correctly connected.

4 Enter the remote fax phone number using the number keypad.

5 When you hear the high-pitched fax signal of the other party's fax machine, press **Copy/Start**.

NOTE: If you want to cancel the fax, press **Stop/Clear** at any time during the transmission.

Confirming Transmission

When the last page of your document has been sent successfully, the product beeps and returns to Standby mode.

If something went wrong during your fax transmission, an error message appears on the LCD display. For a listing of error messages and their meanings, see page 10.13. If you receive an error message, press **Stop/Clear** to clear the message and try to send the document again.

You can set your product to print out a confirmation report automatically each time sending is completed. For details, see "Message Confirmation" on page 8.2.

Using Toll Save Transmission

If you have set a specific toll save time, you can quickly set your document(s) to be sent at the preset time using the **SAVE Toll** button on the front panel. Using this feature, you can take advantage of lower long distance rates at night, for example.

The toll save end time is fixed to midnight (12:00 PM). Therefore the toll save time slot is determined by the start time you specify. If you have set 9:00 PM for the start time, the document you set to use the toll save feature will be transmitted during the toll save time slot (9:00PM-12:00PM).

To set the Toll save start time:

1. Press and hold the **SAVE Toll** button on the control panel. The LCD display prompts you to enter the time.
2. Enter the specific start time using the number keypad, then press **Enter** to save the setting.

To send a fax using the Toll save feature:

1. Press **SAVE Toll** on the control panel briefly. "ON" or "OFF" appears on the bottom line.
2. To activate the toll save feature, select "ON" by using the **SAVE Toll** button or the navigation buttons.

3 Load the document(s) face down into the ADF until "DOCUMENT READY" appears in the display.

4 You can adjust the resolution and the contrast to suit your fax needs. For details, see page 4.4.

5 Enter the number of the remote fax machine using the number keypad.

You can also use a one-touch button or press **Speed/ Status** then use a speed dial number.

6 Press **Enter** to confirm the number.

5 Receiving a Fax

The following topics are included:

- **About Receive Mode**
- **Receiving Automatically in FAX Mode**
- **Receiving Automatically in ANS/FAX Mode**
- **Receiving Manually in TEL Mode**
- **Receiving Manually Using an Extension Telephone**
- **Receiving Fax in Memory**

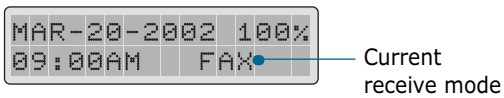
About Receive Mode

Your product has three reception modes:

- In FAX mode, the product answers an incoming call and immediately goes into fax receive mode.
- In TEL mode, you can receive a fax by picking up the handset of the extension phone and then pressing the remote receive code (see page 5.5), or press **On Hook Dial** (you can hear voice or fax tone from the remote machine) and then pressing **Copy/Start** on the control panel of your product.
- In ANS/FAX mode, the answering machine answers an incoming call, and the caller can leave a message on the answering machine. If the fax machine senses a fax tone on the line, the call automatically switches to Fax mode.

NOTE: To use the ANS/FAX mode, attach an answering machine to the EXT jack on the back of your product.

The current receive mode is displayed when the product is in Standby mode.



If you seldom use the fax line for voice conversations, set your product to receive a fax automatically by selecting the FAX mode.

Receiving Automatically in FAX Mode

Your product is preset to FAX mode at the factory. If you have changed the fax mode, take the following steps to receive faxes automatically:

1 Press **Menu** and then ^ or v repeatedly until "SYSTEM SETUP" appears on the display, then press **Enter**.

The display shows "RECEIVE MODE" on the top line and the current setting on the lower line.

2 Press < or > until you see "FAX" on the lower line, then press **Enter** to save the selection.

3 When you receive a call, the product answers the call on a specified number of rings and receives a fax automatically. To change the number of rings, see "System Data Options" on page 8.5.

Receiving Automatically in ANS/ FAX Mode

For this mode, you must attach an answering machine to the EXT jack on the back of your product.

1. Press **Menu** and then ^ or v repeatedly until "SYSTEM SETUP" appears on the display, then press **Enter**.

   The display shows "RECEIVE MODE" on the top line and the current setting on the lower line.

2. Press < or > until you see "ANS/FAX" on the lower line, then press **Enter** to save the selection.

3. When you receive a call, the answering machine will answer.

   If the caller leaves a message, the answering machine stores the message as it would normally. If your product hears a fax tone on the line, it automatically starts to receive fax.

NOTES:

- If you have set your product to ANS/FAX mode and your answering machine is switched off, or no answering machine is connected to your product, your product will automatically go into FAX mode after a predefined number of rings.
- If your answering machine has a 'user-selectable ring counter', set the product to answer incoming calls within 1 ring.
- If you are in TEL mode (manual reception) when the answering machine is connected to your product, you must switch off the answering machine, or the outgoing message from the answering machine will interrupt your phone conversation.

Receiving Manually in TEL Mode

1 Press **Menu** and then ^ or v repeatedly until "SYSTEM SETUP" appears on the display, then press **Enter**.

The display shows "RECEIVE MODE" on the top line and the current setting on the lower line.

2 Press < or > until you see "TEL" on the lower line, then press **Enter** to save the selection.

3 When the ringer sounds, press **On Hook Dial**.

4 If you hear a fax tone, press **Copy/Start**. The product begins receiving a fax.

Receiving Manually Using an Extension Telephone

This features works best when you are using an extension telephone connected to the EXT jack on back of your product. You can receive a fax from someone you are talking to on the extension telephone without having to go to the fax machine.

When you receive a call on the extension phone and hear fax tones, press the buttons "*9*" (star nine star) on the extension telephone.

The product receives the document.

Press the buttons slowly in sequence. If you still hear the fax tone from the remote machine, try pressing "*9*" once again.

"*9*" is the remote receive code preset at the factory. The first and the last asterisks are fixed, but you can change the middle number to whatever you choose. For details on changing the code, see page 8.5.

Receiving Fax in Memory

Since your product is a multitasking device, it can receive faxes while you are making copies or printing. If you receive a fax while you are copying or printing, your product stores the incoming fax in memory. Then, as soon as you finish copying or printing, the product automatically prints the fax.

6 Automatic Dialling

The following topics are included:

- **One-Touch Dialling**
- **Speed Dialling**
- **Group Dialling**
- **Searching for a Number in the Memory**

One-Touch Dialling

The 25 one-touch buttons on the control panel lets you store frequently used fax numbers and automatically dial a number with one touch of a button.

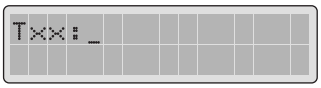
Using the **Shift** button, you can store up to 50 fax numbers on the one-touch buttons.

Storing a Number for One-Touch Dialling

1. Press and hold one of the one-touch dial buttons for about 2 seconds.

   If you want to use one-touch dial buttons from 26 to 50, press **Shift** and press and hold the one-touch dial buttons for about 2 seconds.

   The LCD display asks you to enter the fax number.

   "T" signifies you are assigning a one-touch number and "xx" designates the selected one-touch button.

   If a number is already stored in the location you chose, the LCD display shows the number to allow you to change the number. To start over with another one-touch button, press **Stop/Clear**.

2. Enter the number you want to store by using the number keypad and then press **Enter**.

   To insert a pause between numbers, press **Redial/Pause** and a "–" appears on the LCD display.

   If you make a mistake while entering a number, press **Search/Delete** and re-enter the correct number.

3. To assign a name to the number, enter the desired name. For details on how to enter names, see "Entering Characters Using the Number Keypad" on page 2.3.

   Or,

   If you do not want to assign a name, skip this step.

4 Press **Enter** when the name appears correctly or simply without entering a name.

5 To store more telephone numbers, press the desired one-touch button and repeat steps 2 through 4.

Or

To return to Standby mode, press **Stop/Clear**.

Sending a Fax using a One-Touch Number

1 Feed the document(s) face down into the ADF.

2 Adjust the resolution and the contrast to suit your fax needs if necessary. For details, see "Adjusting Document Settings" on page 4.4.

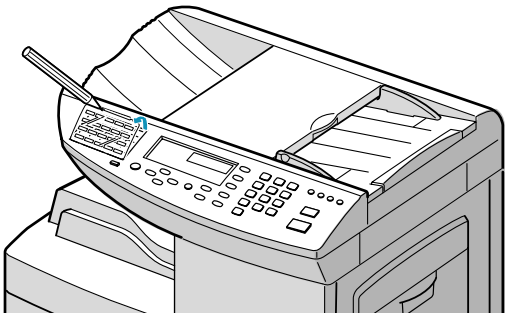
3 Press the one-touch button where you stored a number. The document scans into memory.

4 The fax number stored in the one-touch dial location will be automatically dialled and then the document will be sent when the remote fax machine answers.

Using the One-Touch Sheet

A one-touch sheet is included with your product. Once you store numbers in one-touch dial buttons, make a note of the numbers on the sheet to remind you which number is stored in each button.

1. Remove the clear cover and label.



2. Write information on the sheet and replace the sheet and cover.

   You may want to use pencil in case you wish to change these numbers later.

3. Replace the label and clear cover.

Speed Dialling

You can store up to 200 numbers in Speed Dial locations (1-200).

Storing a Number for Speed Dialling

1 Press and hold **Speed/Status** on the control panel for about 2 seconds.

2 Enter a speed dial number by using the number keypad and press **Enter**.

If a number is already stored in the location you chose, the LCD display shows the number to allow you to change the number. To start over with another speed-dial number, press **Stop/Clear**.

3 Enter the number you want to store by using the number keypad and press **Enter**.

To insert a pause between numbers, press **Redial/Pause** and a "-" appears on the LCD display.

NOTE: If you make a mistake while entering numbers, press < at the end of the entries to delete the last digit or press **Search/Delete** to delete all digits you entered.

When the cursor is in the first digit or in the middle of the number, you can use < or > to move the cursor under the wrong digit to correct.

4 To assign a name to the number, enter the desired name. For details on how to enter names, see "Entering Characters Using the Number Keypad" on page 2.3.

Or,

If you do not want to assign a name, skip this step.

5 Press **Enter** when the name appears correctly or simply without entering a name.

6 To store more telephone numbers, repeat steps 2 through 5.

Or

To return to Standby mode, press **Stop/Clear**.

Sending a Fax using a Speed Number

1 Feed the document(s) face down into the ADF.

2 Adjust the document settings if necessary. For details, see "Adjusting Document Settings" on page 4.4.

3 Press **Speed/Status** on the control panel.

4 Enter the speed dial number.

5 When the desired number appears on the LCD display, press **Enter**. The document scans into memory.

6 The fax number stored in the speed dial location will be automatically dialled, then the document will be sent when the remote fax machine answers.

Group Dialling

If you frequently send the same document to several destinations, you can create a group of these destinations and set them under a group dial location. This enables you to use a single speed dialling to send the same document to all the destinations in the group.

Setting Group Dial

1. Press **Menu** and then ^ or v repeatedly until "GROUP DIAL" appears on the display, then press **Enter**.
2. Press **Enter** to access "NEW".
3. Enter the desired group number between speed dial location numbers from 1 to 200, and press **Enter**.

NOTE: If the number is already used for group dial, "DELETE? Gxxx: ID" (where "xxx" designates the selected group dial number) appears on the LCD display. Press **Enter** to delete the contents in the selected number and continue, or **Menu** to keep the old number and start over with a different number.

4. The LCD display asks you to enter one-touch or speed dial number. Press a one-touch button or enter the speed dial number you want to include in the group.
5. Press **Enter**. Repeat from step 4 to enter other one-touchs or speed dial numbers into the group.
6. Press **Menu** when you have entered all the desired numbers. The LCD display asks you to enter ID.
7. To assign a name to the group, enter the desired name.

   Or

   If you do not want to assign a name, skip this procedure.
8. Press **Enter** when the name appears correctly or simply without entering a name.

9 If you want to assign another group, repeat from step 3.

Or

To return to Standby mode, press **Stop/Clear**.

NOTE: You cannot include one group dial number in another group dial number.

Editing Group Dial Numbers

You can delete a specific one-touch or speed dial number from a selected group or add a new number to the selected group.

1 Press **Menu** and then ^ or v repeatedly until "GROUP DIAL" appears on the display, then press **Enter**.

2 Press v or ^ to select "EDIT" and then press **Enter**.

3 Enter the group number you want to edit, and press **Enter**. The LCD display prompts you to enter a one-touch or speed dial number.

4 If you want to delete a specific speed dial number or one-touch dial number from the group, enter the speed dial number or press the one-touch button (If necessary, press **Shift** and one-touch button.) The LCD display shows "DELETE?".

If you want to add a new speed dial number or one-touch dial number, enter the desired speed dial number or press the one-touch button (If necessary, press **Shift** and one-touch button.) The LCD display shows "ADD?".

5 Press **Enter**. Repeat steps 4 and 5 to complete the edition.

6 Press **Menu** when you finish editing. If there is a name assigned to the group, the name appears on the upper line of the LCD display. Change the name if necessary, and press **Enter**.

7 To return to Standby mode, press **Stop/Clear**.

Sending a Fax Using Group Dialling (Multi-Address Transmission)

You can use Group Dialling for Memory transmission, or Delayed transmission.

Follow the procedure of the desired operation (Memory transmission - page 7.4, Delayed transmission - page 7.2). When you come to a step in which the LCD display requests you to enter the remote fax number, press **Speed/Status** and enter the group dial number. You can use only one group number for one operation. Then continue the procedure to complete the desired operation.

Your product automatically scans the document loaded in the document tray into the memory, and the product will dial each of the numbers included in the Group.

Searching for a Number in the Memory

There are two ways to search for a number in the memory. You can either scan from A to Z sequentially. Or you can search using the first letter of the name associated with the number.

Searching Sequentially through the Memory

1. Press **Search/Delete**.

2. Press ⌄ or ⌃ to scroll through the memory until you see the name and number you want to dial. You can search downward or upward through the entire memory in alphabetical order (from A to Z).

   While searching through the product's memory, you will see that each entry is preceded by one of three letters: "T" for one-touch dial, "S" for speed, or "G" for group dial number. These letters tell you how the number is stored.

3. When the name and number you want appears on the LCD display, press **Copy/Start** or **Enter** to dial.

Searching with a Particular First Letter

1. Press **Search/Delete**.

2. Press the button labelled with the letter you want to search for. A name beginning with the letter appears on the LCD display.

3. For example, if you want to find the name "MOBILE", press the **6** button, which is labelled with "MNO".

4. Press ⌃ or ⌄ to display the next name in the list.

5. When the name and number you wan appear on the LCD display, press **Copy/Start** or **Enter** to dial.

7 Other Ways To Fax

The following topics are included:

- **Redial**
- **Delayed Transmission**
- **Memory Transmission**
- **Priority Transmission**
- **Polling**
- **Confidential Transmission**
- **Confidential Receiving**
- **Adding Documents To a Scheduled Operation**
- **Cancelling a Scheduled Operation**
- **Monitoring a Dual Job Status**
- **Sending a Flash/Recall/R**
- **Department Control Mode**

Redial

To redial the number last called:

1 Press **Redial/Pause** briefly.

If a document is loaded in the ADF, the product automatically begins to send.

To search through Redial memory:

1 Press and hold **Redial/Pause** for about 2 seconds.

The Redial memory in your product retains the last 10 numbers called. If you have dialled the same number multiple times, the product does not count the duplicates.

2 Press ^ or v to search through the memory until you see the number you want on the LCD display.

3 Press **Copy/Start** or **Enter** to dial. If a document is loaded in the ADF, the product automatically begins to send.

Delayed Transmission

You can set your product to send a fax at a later time when you will not be present.

1 Feed the document(s) face down into the ADF.

2 Adjust the document settings if necessary. For details, see "Adjusting Document Settings" on page 4.4.

3 Press **Menu** and then ^ or v repeatedly until "DELAY TX" appears on the display, then press **Enter**.

4 Enter the number of the remote machine using the number keypad.

To enter the number, you can also press a one-touch button, or press **Speed/Status** and enter a speed dial number including a group dial number.

5 Press **Enter** to confirm the number on the LCD display. The display asks you to enter another fax number to send the document.

6 To enter another fax number, select "1.YES" and repeat step from 4. You can add up to 25 destinations.

Note that you cannot use Group dial numbers for another fax number.

7 To send to one location or when you complete the last fax number setting, select "2.NO".

8 The LCD display asks you to enter a name. If you want to assign a name to the transmission, enter the name. If not, skip over this step**.**

For details on how to enter the name using the number keypad, see "Entering Characters Using the Number Keypad" on page 2.3.

9 Press **Enter**. The display shows the current time and asks you to enter the start time when the fax is to be sent.

10 Enter the time by using the number keypad.

To select AM or PM for 12-hour format, press ⌄ or ⌃. If you set a time earlier than the current time, the document will be sent at that time on the following day.

11 Press **Enter** when the start time displays correctly.

12 The document will be scanned into the memory before transmission. The display shows the memory capacity and the number of pages being stored in the memory.

13 The product returns to Standby mode and the LCD display reminds you that you are in Standby mode and that Delayed Transmission is set.

Memory Transmission

Documents are automatically stored in memory and sent to a remote station. Use this feature to send your documents to multiple locations. After transmission, the documents are automatically erased from the memory.

1. Feed the document(s) face down into the ADF.

2. Adjust the document settings if necessary. For details, see "Adjusting Document Settings" on page 4.4.

3. Press **Menu** and then ^ or v repeatedly until "MEMORY TX" appears on the display, then press **Enter**.

4. Enter the number of the remote machine using the number keypad.

   To enter the number, you can also press a one-touch button, or press **Speed/Status** and enter a speed dial number including a group dial number.

5. Press **Enter** to confirm the number. The display asks you to enter another fax number to send the document.

NOTE: A single broadcast (sending to multiple destinations) is available for your product, so the "ANOTHER NO." prompt does not appear if any broadcast is currently set up and is not completed.

6. To enter another fax number, select "1.YES" and repeat from step 4. You can add up to 25 destinations.

   Note that you cannot use Group dial numbers for another fax number.

7. To send to one location or when you complete the last fax number setting, select "2.NO".

8. The document will be scanned into the memory before transmission. The LCD display shows the memory capacity and the number of pages being stored in the memory.

9. The product begins sending the document in order of the numbers you entered.

Priority Transmission

When the Priority Transmission is enabled, a high priority document can be transmitted ahead of reserved operations. The document is scanned into the memory, and transmitted when the current operation is concluded. In addition, the Priority Send will interrupt a broadcast operation between stations (i.e., when transmission to station A ends, before transmission to station B begins) or between redial attempts.

1. Feed the document(s) face down into the ADF.

2. Adjust the document settings if necessary. For details, see "Adjusting Document Settings" on page 4.4.

3. Press **Menu** and then ^ or v repeatedly until "PRIORITY TX" appears on the display, then press **Enter**.

4. Enter the number of the remote machine using the number keypad.

   To enter the number, you can also press a one-touch button, or press **Speed/Status** and enter a speed dial number.

5. Press **Enter** to confirm the number. The display asks you to enter a name.

6. If you want to assign a name to the transmission, enter the name. If not, skip over this step.

   For details on how to enter a name using the number keypad, see "Entering Characters Using the Number Keypad" on page 2.3.

7. Press **Enter**.

   The document will be scanned into the memory before transmission. The display shows the memory capacity and the number of pages being stored in the memory.

8. The product shows the number being dialled and the total pages of the document, and begins sending the document.

Polling

What is Polling?

Polling is used when one fax machine requests another to send a document. This is useful when the person with the original document to be sent is not in the office. The person who wants to receive the document calls the machine holding the original and requests that the document be sent. In other words, it "polls" the machine holding the original.

TX Poll

You can program your product to send documents in your absence when polled by a remote fax machine. It is possible to use a poll code to prevent unauthorised polling of your fax machine. When you secure your product in this manner, only those who know the poll code can poll your product.

1. Feed the document(s) face down into the ADF.

2. Adjust the document settings if necessary. For details, see "Adjusting Document Settings" on page 4.4.

3. Press **Menu** and then ^ or v repeatedly until "POLLING" appears on the display, then press **Enter**.

4. Press **Enter** when you see "TX POLL" on the LCD display. The LCD display asks you to enter a 4-digit TX poll code. The poll code is preset to 0000 at the factory, which represents no poll code.

5. If you want to use a poll code, enter the desired 4-digit code (except for 0000), and press **Enter**.

   Or

   If you do not want to secure the transmission with a poll code, press **Enter** when the display shows "0000" for the poll code, or enter **0000**.

6 The display asks you to store the document in the product's bulletin memory.

7 Press < or > to select "ON" or "OFF". Then press **Enter**.

Select "ON" if you want store the document in the bulletin board memory. More than one remote station can poll that document from your product.

If not, select "OFF". The document will be automatically erased after being polled by a remote machine.

8 The product stores the document in the memory. The display counts the number of pages being stored in the memory and the memory capacity remaining.

9 The LCD display shows that the machine has a Poll sending job and returns to Standby mode.

NOTE: If you have previously set the receive mode to other than FAX mode, the product automatically switches to FAX mode (automatic receiving) when set to be polled.

Delay RX Poll

You can set your product to automatically receive documents from the unattended remote fax machine now, or at a later time. This feature permits unattended polling in the evening hours when telephone rates are lower.

NOTE: The remote machine must be ready for polling.

1 Press **Menu** and then ^ or v repeatedly until "POLLING" appears on the display, then press **Enter**.

2 Press ^ or v to select "DELAY RX POLL" and press **Enter**. The LCD display asks you to enter the number of the remote fax machine.

3 Enter the number of the remote fax machine using the number keypad.

To enter the number, you can also press a one-touch button, or press **Speed/Status** and enter a speed dial number.

4 Press **Enter** to confirm the number. The display asks you to enter another fax number to receive the document.

NOTE: A single broadcast (sending to multiple destinations) is available for your product, so the "ANOTHER NO." prompt does not appear if any broadcast is currently set up and is not completed.

5 To enter another fax number, select "1.YES" and repeat step from 4. You can add up to 25 destinations.

Note that you cannot use Group dial numbers for another fax number.

6 To receive from one location or when you complete the last fax number setting, select "2.NO".

The display asks you to enter the time when your product calls the remote machine.

7 Enter the time using the number keypad. Use ^ or v to select AM or PM in 12-hour mode. If you set a time earlier than the current time, your product call the number at that time on the following day.

Or

To call the remote fax machine(s) immediately, skip over this step.

8 Press **Enter** when the time appears correctly on the display or without entering the time. The display asks you to enter a 4-digit code. Poll code "0000" represents no code.

If the remote machine is secured with a Poll code, you must enter the correct code, and press **Enter**.

Or

If the remote machine is not secured with a Poll code, press **Enter** to accept '0000' which represents no code, or enter **0000**.

9 If you have entered a specific start time, the product will dial, and receive a document from the remote machine at the time.

If not, the product dials the remote machine immediately.

Confidential Transmission

A document can be transmitted confidentially by using a mailbox that is established in memory of the product.

The transmitted mail will not be printed immediately, but will be stored in momory of the remote fax machine until being accessed by someone who has the proper security code for that mailbox.

1 Feed the document(s) face down into the ADF.

2 Adjust the document settings if necessary. For details, see "Adjusting Document Settings" on page 4.4.

3 Press **Menu** and then ^ or v repeatedly until "CONFIDENTIAL TX" appears on the display, then press **Enter**.

4 The fax machine prompts you to enter a two-digit mailbox number. Enter the mailbox number using the number keypad and press **Enter**.

Note: A mailbox must be pre-assigned at the remote fax machine, and the remote machine must be Samsung product.

5 Dial to the remote fax number using the number keypad.

To enter the number, you can also press a one-touch button, or press **Speed/Status** and enter a speed dial number.

6 Press **Enter**. If you want to identify this operation, enter a proper name using the number keypad.

7 Press **Enter**. If you want to send it at a later time, enter the time you want your product to send the document.

If not, press **Enter** without entering the time. The product dials and sends the document immediately after being scanned into memory.

8 Press **Enter**, then the document will be scanned into the memory. The product returns to Standby mode.

NOTES:

- Confidential transmission feature is a non-standard feature, dependent on the remote machine's capability.
- Your product also have mailbox capabilities. See "Confidential Receiving" on page 7.10.
- If you want to can cancel the confidential transmission, see "Cancelling a Scheduled Operation" on page 7.12.

Confidential Receiving

Before receiving confidential documents, you have to set up the following

- Confidential mailboxes. You can have up to 10 confidential mailboxes.
- The password for each mailbox.
- The names for each mailbox. If you do not want to assign the name, you can skip this setup.

Setting up Mailbox for Confidential Receiving

1. Press **Menu**, and then ^ or v repeatedly until "MAIL BOX" appears on the display, then press **Enter**. The LCD prompts you to set up or print a mail box.

2. Press **1** to set up information for confidential receiving. The LCD prompts you to enter a number (1-10) of the confidential mailbox.

3. Enter a number of the confidential mailbox using the number keypad.

   If you enter a box number which has already been registered, the fax machine displays 'DELETE?'. Press **1** to cancel the number already registered, and **2** to keep the number already registered and try with a different number.

   If there is any message received in the box you chosen, 'NOT AVAILABLE' is displayed.

4 Press **Enter** when the number appears correctly in the display. The LCD prompts you to enter a 4-digit password.

5 Enter a 4-digit security password.

After you enter the password, it cannot be verified. Write it down and keep it in a secure location for your reference. To change the password, cancel the mailbox and setup new mailbox with a new password.

This password must be used to print the confidential documents.

6 Press **Enter** when the password number appears correctly. The LCD prompts you to enter a mailbox name.

7 To assign a name to the mailbox, enter the name. If not, skip over this step.

8 Press **Enter**. The LCD returns to Standby mode.

Printing Received Confidential Documents

When you receive a confidential document, the fax machine displays 'MAIL', total number received, and the mailbox name in the lower line of the display.

1 Press **Menu**, and then ^ or v repeatedly until "MAIL BOX" appears on the display, then press **Enter**. The LCD prompts you to set or print a mailbox.

2 Press **2** to print the received mail. The LCD prompts you to enter the mailbox number.

3 Enter the desired number using the number keypad. The LCD prompts you to enter the password.

4 Enter the password.

If the password is correct, the machine will start printing.

If you enter a wrong password, the LCD asks to enter the password again.

Adding Documents To a Scheduled Operation

You can add documents to the delayed transmission previously reserved in your product's memory.

1. Feed the document(s) face down into the ADF.

2. Adjust the document settings if necessary. For details, see "Adjusting Document Settings" on page 4.4.

3. Press **Menu** and then ^ or v repeatedly until "ADD/CANCEL" appears on the display, then press **Enter**.

4. Press **Enter** to access "ADD". The LCD display shows the last job reserved in the memory.

5. Press v or ^ repeatedly until you see the operation to which you want to add documents, and press **Enter**.

   The product automatically stores the documents in the memory, and the display shows the memory capacity and the number of pages.

6. After storing, the product displays the numbers of total pages and added pages for about 2 seconds, and then returns to Standby mode.

Cancelling a Scheduled Operation

1. Press **Menu** and then ^ or v repeatedly until "ADD/CANCEL" appears on the display, then press **Enter**.

2. Press v or ^ to select "CANCEL", and press **Enter**. The display shows the last job reserved in memory.

3. Press v or ^ repeatedly until you see the operation you want to cancel, and press **Enter**. You are asked to confirm the selection.

4 Select "1.YES" to confirm your selection. The selected job is cancelled.

Or

Select "2.NO" to cancel your selection, and returns to step 2.

5 Press **Stop/Clear**, and the product returns to Standby mode.

Monitoring a Dual Job Status

Your product can perform more than one of many functions simultaneously. For example, you can:

- Receive a fax into the memory while making a copy.
- Store a fax document for later transmission while printing an incoming fax.

While the product performs dual tasks, press **Speed/Status** to see the current status on the display of the other operation. Each time you press **Speed/Status**, the current status of the two operations displays alternatively.

Sending a Flash/Recall/R

Some special phone services require a switch-hook signal for proper operation. For example, if you have call-waiting, you can put a call on hold and take a second call on the same line by pressing the **Flash/Recall/R** button.

1 When you are on the telephone and hear the call waiting signal, press **Flash/Recall/R**. The first caller is on hold and you are speaking to the second caller.

2 Press **Flash/Recall/R** again to talk to the first caller again.

Note: If you do not have a special service that uses the switch-hook signal, do not press **Flash/Recall/R** during a call. If you do, you could disconnect the line.

Department Control Mode

For usage management, your product is equipped with Department Control Mode. This is a security function, and can restrict use with Department Codes. If codes do not match, this mode prevents operation. You can also find out how long and by which department the product was used.

Setting Department

Before using the department control mode, you have to register the master code, and the department code and ID name for each department who will share the product.

Master code: 5-digit security code for the master who maneges to control all departments registered.

Department number: a number to manage that department.

Department code: 1 to 8 digit number for the department. Unless correct department code is entered, fax machine's operation except automatic receiving can not be accessed.

1 Press **Menu** and then ^ or v repeatedly until "DEPARTMENT CODE" appears on the display, then press **Enter**.

2 Enter the desired master code using the number keypad. Press **Enter** then re-enter the master code to confirm the code is correct.

If you have registered the master code, enter the code. If you enter the wrong code, the LCD prompts you to enter the Master code again.

3 When "SET" is displayed on the lower line of the display, press **Enter**.

4 Enter the desired department number(1-100) using the number keypad, then press **Enter**.

If the department number already exists in your memory, the LCD displays "DEPARTMENT NO. ALREADY EXISTS!" and prompts you to enter the department number again.

5 Enter the proper name for the department, then press **Enter**.

6 Enter 8-digit password(Department code), and press **Enter**. The department code will be used to access the machine's operation when executing the department control mode.

7 To return to Standby mode, press **Stop/Clear**.

Printing Department Journal

You can confirm the contents of the department registration with the Depratment Code list, and the contents of the department management with the Department Journal. To print the lists, do the following:

1 Press **Menu** and then ^ or v repeatedly until "DEPARTMENT CODE" appears on the display, then press **Enter**.

2 Enter the master code using the number keypad, then press **Enter**.

If you enter wrong code, "CODE MISMATCH! TRY AGAIN" appears in the display. Try again with the correct code.

3 Press < or > repeatedly until "PRINT" appears on the display, and press **Enter**.

4 If you want to print Department Code list, press **Enter** when "DEPT. CODE" is displayed on the lower line.

The Department Code list shows all the Department codes and names. After printing, the machine returns to Standby mode.

If you want to print Department Journal list, press **Enter** when "DEPT. JOURNAL" is displayed on the lower line.

The Department Journal list shows the total elasped transmission time, total page numbers sent or copied, and distribution ratio for each department.

5 To return to standby mode, press **Stop/Clear**.

Managing Department

Turning the Department Mode On or Off

You can select to enable or disable the department control mode. When the department control mode is executed, only one who enters correct Department code can use the machine.

1 Press **Menu** and then ^ or v repeatedly until "DEPARTMENT CODE" appears on the display, then press **Enter**.

2 Enter the master code using the number keypad, then press **Enter**.

If you enter wrong code, "CODE MISMATCH! TRY AGAIN" appears in the display. Try again with the correct code.

3 Press **Enter** when "MANAGEMENT" appears on the lower line of the display.

The LCD display shows:

4 To enable the department control mode, press **1**.

To disable the department control mode, press **2**.

5 Press **Enter**.

To return to Standby mode, press **Stop/Clear**.

When the department control mode is enabled, the Standby display shows:

Unless you enter the correct department code, you cannot use any feature except receiving.

Clearing Department Information

You can clear all records of department journal and all department codes currently registered in your machine.

1. Press **Menu** and then ^ or v repeatedly until "DEPARTMENT CODE" appears on the display, then press **Enter**.

2. Enter the master code using the number keypad, then press **Enter**.

3. Press **Enter** when "MANAGEMENT" appears on the lower line of the display.

4. Press ^ or v until "CLEAR DEPARTMENT" is displayed.

5. Press **1** to clear the department journal. Press **2** to clear the department code.

6. If you pressed **2**, the LCD prompts you to select one between "ALL" and "EACH".

   If you select "ALL", all of the department codes is cleared. If you select "EACH", the LCD prompts you to enter the desired Department code number. When you enter the number and press **Enter**, the number is cleared.

7. After the selected information is cleared, the product returns to Standby mode.

Changing Master Code

If you want to change or delete the master code, do the following:

1. Press **Menu** and then ^ or v repeatedly until "DEPARTMENT CODE" appears on the display, then press **Enter**.

2. Enter the master code using the number keypad, then press **Enter**.

3 Press **Enter** when "MANAGEMENT" appears on the lower line of the display.

4 Press ^ or v until "M. CODE : xxxxx" is displayed.

5 Select one between "1.DEL" and "2.CHANGE".

6 If you press **1**, the master code is deleted.

If you press **2**, the LCD prompts you to enter new master code.

7 Enter new master code, and press **Enter**.

The LCD prompts you to enter the code again. Enter the code again.

8 Press **Enter**, and the master code is changed.

To return to Standby mode, press **Stop/Clear**.

8 Additional Features

The following topics are included:

- **Printing Reports**
- **System Data Settings**
- **Setting Prefix Dial Number**
- **Setting Fax Duplex**
- **Clearing Memory**

Printing Reports

Your product can print reports containing useful information – Schedule Job, System Data, etc. The following reports are available:

Message Confirmation

This report shows the fax number, the number of pages, elapsed time of the operation, the communication mode, and the communication results.

You can set up your product to print the message confirmation report in one of the following ways:

- Automatically after each transmission (ON).
- Automatically only if an error occurs during transmission (ERR).
- No report printed at all (OFF). You can print this report manually at any time you want.

Schedule Job Information

This list shows the document currently stored for Delayed transmission, Priority transmission, and TX or Delay RX polling. The list shows the starting time, type of operation, etc.

Phone Book List

This list shows all of the numbers currently stored in the product's memory as one-touch dial, speed dial, group dial numbers, and mail box.

System List

This list shows the status of the user-selectable options. After you change any setting, print this list to confirm your changes.

Transmission Journal

This report shows information concerning transmission activities recently made.

Reception Journal

This report shows information concerning reception activities recently made.

Help List

This list shows the product's basic functions and commands to use as a quick reference guide.

Your product automatically prints out the following pages to report some conditions:

Multi-Communication Report

This report is printed automatically after sending documents or receiving documents from more than one location.

Power Failure Report

This report is printed out automatically when power is restored after a power failure if there occurs any data loss due to the power failure.

NOTE: The list you have set to print out automatically will not print out when there is no paper loaded or a paper jam has occurred.

Printing List

1 Press **Menu** and then ^ or v until you find the following lists:

- TX CONFIRM: Message Confirmation
- SCHEDULE JOB: Schedule Information List
- PHONE BOOK: Phone book List
- SYSTEM LIST: System Data List
- TX JOURNAL: Transmission Journal
- RX JOURNAL: Reception Journal
- HELP LIST: Help List

2 Press **Enter**. The selected list prints out.

System Data Settings

Your product has various user-selectable system data options. These options are preset at the factory, but you may need to change them. To find out how the options are currently set, print the System list. For details on printing the list, see "Printing Reports" on page 8.2.

Setting System Data Option

1. Press **Menu** and then ^ or v repeatedly until "SYSTEM DATA" appears on the display, then press **Enter**.

   The display shows the first system data option, "TRAY PAPER" on the upper line of the LCD display.

2. Scroll through the options by pressing v or ^ repeatedly.

3. When the option you want appears on the display, choose the desired status by pressing < or > repeatedly, or enter the desired value using the number keypad.

   If the available choices are numbered, you can press the corresponding number key to select the desired status immediately.

4. When the desired status is displayed or indicated by the blinking cursor on the lower line of the LCD display, press **Enter** to save the selection.

5. You can exit from setup mode at any time by pressing **Stop/Clear**.

System Data Options

Option	Description
TRAY PAPER	The printing paper size for fax reception you are loading in the tray – LTR(letter), A4, or LGL(legal).
TRAY 2 PAPER* (*Available only if you install an optional tray)	The printing paper size for fax reception you are loading in the optional tray – LTR(letter), A4, or LGL(legal).
BYPASS PAPER	The printing paper size for fax reception you are loading in the bypass tray – LTR(letter), A4, or LGL(legal).
MESSAGE CONF.	A report showing whether the transmission was successful, how many pages were sent, and more. Options are ON, OFF or ERR (prints only when a transmission is not successful).
AUTO JOURNAL	A report with detailed information about the previous 50 communications operations, including time and dates. Optional settings are ON or OFF.
RECEIVE CODE	The Receive Code allows you to initiate fax reception from an extension phone plugged into the EXT jack on the back of the product. If you pick up the extension phone and hear fax tones, enter the Receive Code. The Receive Code is preset to *9* at the factory. Settings range from 0 to 9.
POWER SAVE	The power save menu item lets you reduce power usage when the product is idle. Select ON to turn this feature on. The LCD display prompts you to choose the length of time the product waits after a job is printed before it switches to a reduced power state. Select OFF to turn this feature off. It keeps the product ready to print with minimum warm-up time.
ECM MODE	Error Correction Mode compensates for poor line quality. Options are ON or OFF. If the line quality is poor, transmission time may be increased when ECM is enabled.

Option	Description
RX REDUCTION	When receiving a document as long as or longer than the paper installed in your product, the product can reduce the size of the document to fit the size of paper loaded in the product. Select ON if you want to automatically reduce an incoming page. You can set the Horizontal Reduction. With Horizontal Reduction enabled, the product reduces an incoming document along the vertical axis only. With this feature set to OFF, the product cannot reduce the document to fit onto one page, the document is divided and printed in actual size on two or more pages.
DISCARD SIZE	When receiving a document as long as or longer than the paper installed in your product, you can set the product to discard any excess at the bottom of the page. If the received page is outside the margin you set, it will print on two sheets of paper at the actual size. If the document is within the margin, and the RX Reduction feature is turned ON, it will be reduced to fit into the appropriate size paper (Discard does occur). If the Auto Reduction feature is turned OFF or fails, the data within the margin will be discarded. Settings range from 0 to 30 mm.
REDIAL INTERVAL	Your product can automatically redial a remote fax machine if it was busy. Intervals from 1 to 15 minutes can be entered.
REDIALS	Specifies the number of redial attempts (0 to 13). If you enter 0, the product will not redial.
ANSWER ON RINGS	Specifies the number of times the product rings (1 to 7) before answering an incoming call.
SEND FROM MEMORY	When enabled, all fax transmission documents are automatically scanned into memory. It will not be necessary to wait until documents in the Automatic Document Feeder are sent before you can send or store other fax jobs.
LOCAL ID	When enabled, the product automatically prints the page number and date and time of reception at the bottom of each page of a received document.
CLOCK MODE	You can configure the product to display time using either a 12-hour or 24-hour format.

Setting Prefix Dial Number

You can set the prefix dial number up to 5 digits. This dial number is to dial first before any autodial number is started. It is useful to access PABX exchange.

1 Press **Menu** and then ^ or v repeatedly until "SYSTEM SETUP" appears on the display, then press **Enter**.

You can see the first option, RECEIVE MODE, on the upper line of the LCD display.

2 Press ^ or v until "PREFIX DIAL NO." is displayed, then press **Enter**.

3 Enter the desired number using the number keypad, then press **Enter**.

4 To return to Standby mode, press **Stop/Clear**.

Setting Fax Duplex

With this option enabled, you can print 2-sided fax pages. You can select LONG EDGE or SHORT EDGE according to the desired binding orientation. Setting OFF turns the feature off.

1 Press **Menu** and then ^ or v repeatedly until "SYSTEM SETUP" appears on the display, then press **Enter**.

You can see the first option, RECEIVE MODE, on the upper line of the LCD display.

2 Press ^ or v until "FAX DUPLEX" is displayed, then press **Enter**.

3 Press < or > to select the desired status, then press **Enter** to save the selection.

4 To return to Standby mode, press **Stop/Clear**.

Clearing Memory

You can selectively clear information stored in your product's memory.

1. Press **Menu** and then ^ or v repeatedly until "MEMORY CLEAR" appears on the display, then press **Enter**.

2. Press v or ^ until you see the item you want to clear.
   - SYSTEM ID: your fax number and name are cleared from the product's memory.
   - SYSTEM DATA: restores all the user-selectable options to the factory default.
   - PHONEBK/MEMORY: clears the speed dial or group dial numbers stored in the memory. In addition, all the Schedule Job operations you have reserved are also cancelled.
   - TX-RX JOURNAL: clears all records of transmissions and receptions.

3. Press **Enter**. The selected memory is cleared, and the display asks you to continue clearing the next item.

4. Repeat steps 2 and 3 to clear another item.

   Or

   To exit and return to Standby mode, press **Stop/Clear**.

9 MAINTENANCE

The following topics are included:

- **Expected Cartridge Life**
- **Replacing the Toner Cartridge**
- **Setting to Notify Toner Low**
- **Adjusting Shading**
- **Cleaning the Drum**
- **Replacing the Drum Cartridge**
- **Consumables and Replacement Parts**
- **Replacing ADF Rubber Pad**

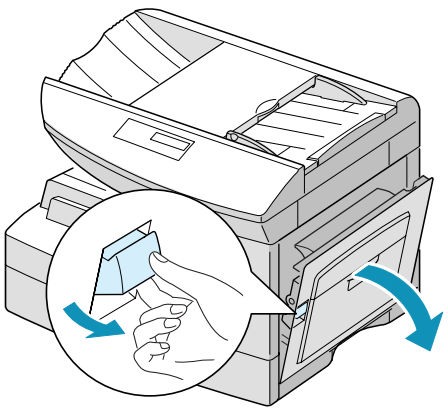
Expected Cartridge Life

The life of your toner cartridge depends on the amount of toner used in each print job. For instance, when you print a typical business letter with about 5% page coverage, you can expect a toner cartridge life of approximately 6,000 pages. The actual number may vary according to the print density of the page you print. If you print a lot of graphics, you may need to change the cartridge more often.

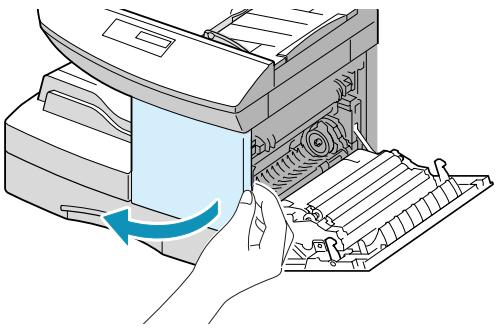
Replacing the Toner Cartridge

When the toner cartridge is near the end of its life, white streaks or hue change will occur. The LCD displays warning message "TONER LOW". You can temporarily re-establish the print quality by re-distributing the remaining toner in the cartridge.

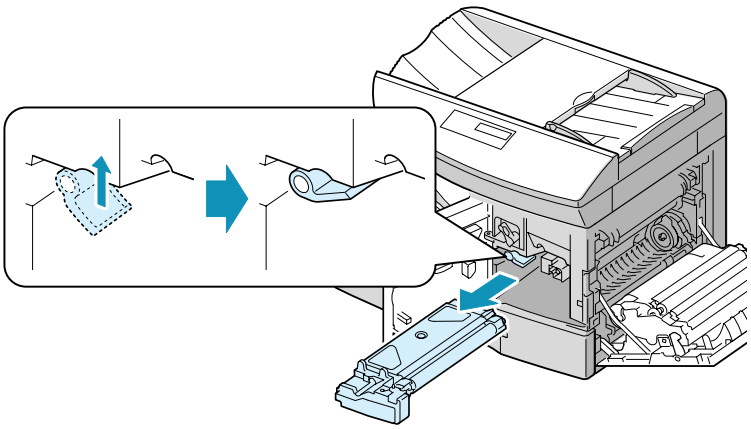
1 Pull the release lever to open the side cover.



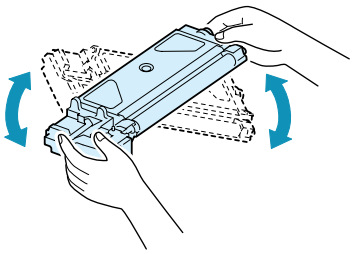
2 Open the front cover.



3 Turn the cartridge locking lever upwards to unlock the toner cartridge, then pull the toner cartridge out.



4 Gently shake the cartridge to distribute the toner evenly inside the cartridge.



NOTE: If the toner gets on your clothing, wipe it off with a dry cloth and wash clothing in cold water. Hot water sets toner into fabric.

5 Reinstall the cartridge and turn the cartridge locking lever downwards.

6 Close the front cover, then the side cover. The display shows "NEW TONER? 1.YES 2.NO".

7 Select "NO" by pressing **2**. The product returns to Standby mode. This is typically successful one time only.

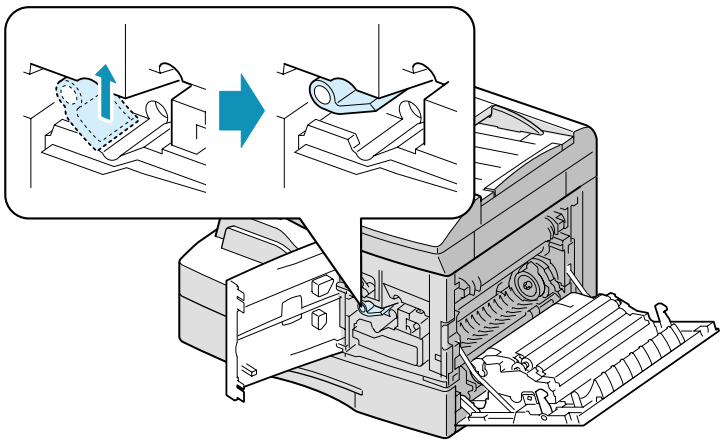
When the toner eventually runs out, only blank pages will print when a print job is sent, or when a fax is received. At this stage, the toner cartridge needs to be replaced. The display shows warning message "TONER EMPTY".

Take the following steps to replace the toner cartridge:

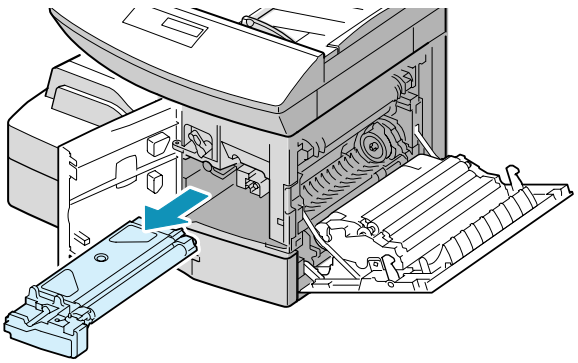
1 Open the side cover, then the front cover.

Make sure that the side cover must be open to open the front cover.

2 Turn the cartridge locking lever upwards to release the toner cartridge.



3 Pull the used cartridge out.



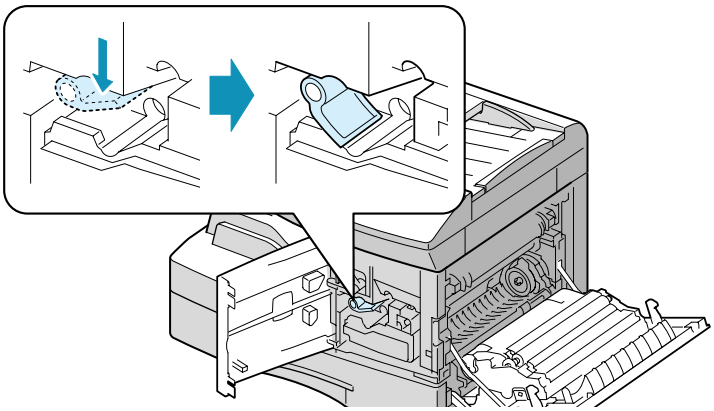
NOTE: Help the environment by recycling your used toner cartridge. Refer to the recycling brochure packed with the toner cartridge for details.

4 Shake the new toner cartridge horizontally four or five times.

Save the box and the cover for shipping.

5 Slide the new toner cartridge in until it locks in place.

6 Turn the cartridge locking lever downwards until it locks in place.



NOTE: If your machine automatically recognises the replaced cartridge, you can skip following 7 and 8 steps.

7 Close the front cover, then the side cover. The display shows "NEW TONER? 1.YES 2.NO".

8 Select "YES" by pressing **1**. The product returns to Standby mode.

Setting to Notify Toner Low

If you have set this "NOTIFY TONER LOW" menu option to "ON", when the toner cartridge needs to be replaced, your product automatically sends a fax to your service company or the dealer to notify them that your product requires a new toner cartridge.

1. Press **Menu** and then ∧ or ∨ repeatedly until "MAINTENANCE" appears on the display, then press **Enter**.
2. Use ∧ or ∨ repeatedly until "NOTIFY TONER" appears, then press **Enter**.
3. Press < or > to change the setting. Select "ON" to enable this feature, then press **Enter**.

   If you select "OFF", you can not use this feature.
4. Enter the customer telephone number using number keypad. You can enter the number up to 46 digits.
5. Enter the customer name, and press **Enter**. You can enter the character up to 20 digits.
6. Enter the service telephone number which machine sends Notification fax message to the fax in service.
7. Press **Enter**, and enter the serial number of the machine. You can enter the number up to 20 digits.
8. Press **Enter**, and your product returns to Standby mode.

Adjusting Shading

If the scanning unit becomes dirty, it can alter the shading value. If your print has black lines or is blurred, adjust the shading setting. Take the following steps:

1. Load a sheet of white paper into the document feeder.

2 Press **Menu** and then ^ or v repeatedly until "MAINTENANCE" appears on the display, then press **Enter**.

3 Press **Enter** when "ADJUST SHADING" appears on the lower line of the display.

4 You are asked to confirm the selection. Press **Enter**.

Cleaning the Drum

If you are getting streaks or spots on your print, you may set the product to clean the drum cartridge.

1 Before setting the cleaning procedure, make sure that paper is loaded in the product.

2 Press **Menu** and then ^ or v repeatedly until "MAINTENANCE" appears on the display, then press **Enter**.

3 Press ^ or v button until "CLEAN DRUM" appears on the lower line of the display. Press **Enter** .

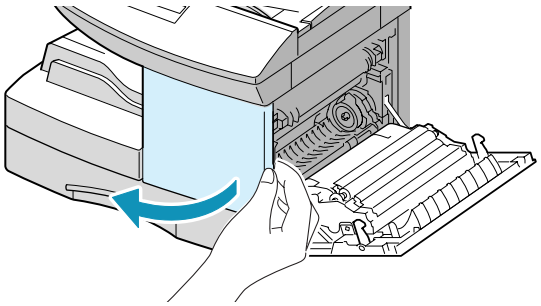
4 The product prints out a cleaning page. Toner particles on the drum surface are fixed to the paper. Repeat printing three or four times.

Replacing the Drum Cartridge

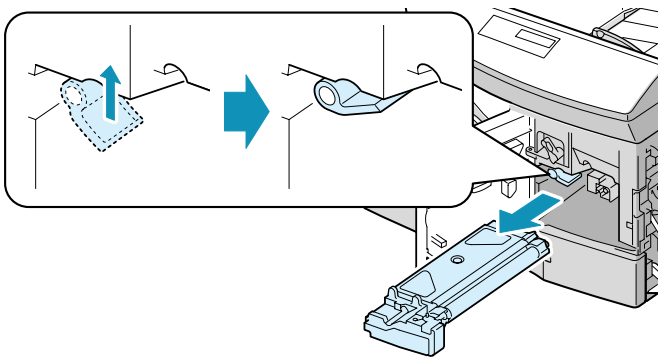
The useful life of the drum cartridge is approximately 15,000 copies. The LCD displays "DRUM WARNING" when the drum is near the end of life. Approximately 1,000 more copies can be made, but you should have a replacement cartridge in stock. When "DRUM EMPTY" is displayed, the product will stop operating until the drum cartridge is replaced.

To replace the drum cartridge:

1 Open the side cover, then the front cover.
Make sure that the side cover must be open to open the front cover.

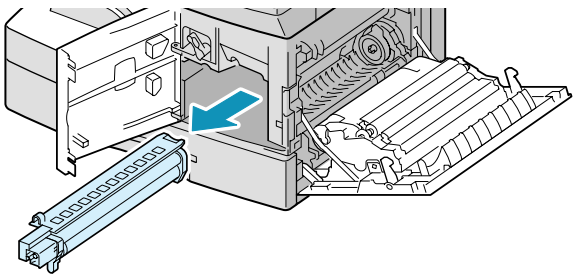


2 Turn the cartridge locking lever upwards to unlock the toner cartridge, then pull the toner cartridge out.



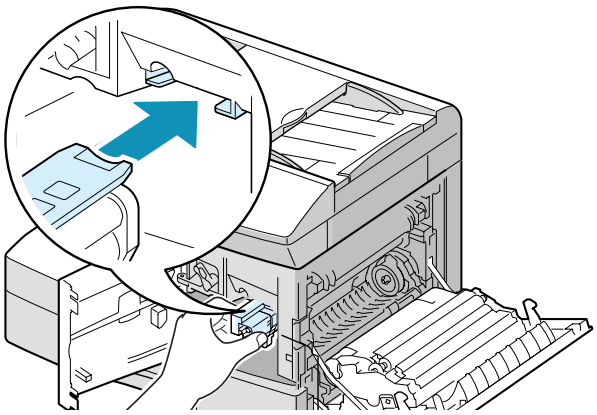
NOTE: The toner cartridge must be removed to replace the drum cartridge.

3 Pull the used drum cartridge.

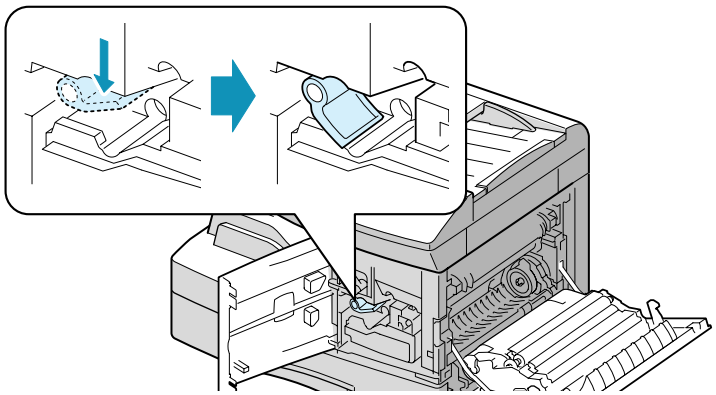


NOTE: Help the environment by recycling your used drum cartridge. Refer to the recycling brochure packed with the drum cartridge for details.

4 Unpack the new drum cartridge and slide it in place, making sure not to touch the surface of the drum.



5 Reinstall the toner cartridge, then lock the lever.



NOTE: If your machine automatically recognises the replaced cartridge, you can skip following 6 and 7 steps.

6 Close the front cover and the side cover. The LCD displays "NEW DRUM? 1.YES 2.NO".

7 Select "YES" by pressing **1**. The product returns to Standby mode.

If the drum cartridge does not work properly and it is required to replace with a new one before "DRUM WARNING" or "DRUM EMPTY" appears on the display, replace the drum cartridge as described above then take the following steps to reset the drum counter:

1 Press **Menu** and then ^ or v repeatedly until "MAINTENANCE" appears on the display, then press **Enter**.

2 Use ∧ or ∨ until "NEW DRUM" appears on the lower line of the display, and press **Enter**.

3 "NEW DRUM UNIT ?" appears on the upper line and "1.YES 2.NO" appears on the bottom line. Press **1** to select "1.YES."

NOTE: If you do not reset the counter, "DRUM WARNING" or "DRUM EMPTY" may appear before the time is up.

Consumables and Replacement Parts

From time to time, you will need to replace the toner and drum cartridges, roller, and fuser unit to mainatin top performance and avoid print quality problems and paper feed problems resulting from worn parts.

The following items should be replaced after you have printed a specified number of pages. See the table below.

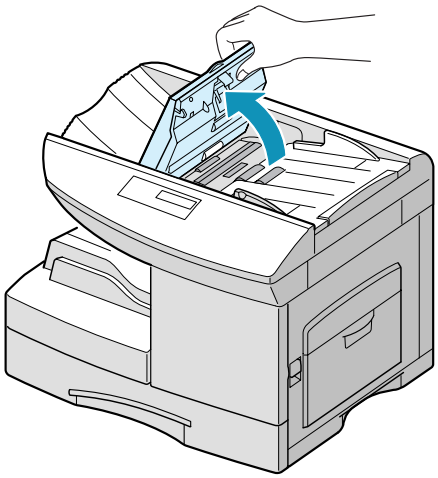
Items	Yield(Average)
ADF Rubber Pad	20,000
ADF Roller	50,000
Paper Feeding Roller	75,000
Transfer Roller	75,000
Fuser Unit	75,000

The purchase the consumables and replacement parts, contact Samsung dealer or the place where you bought your product. We strongly recommed that items (expect for the print cartridge) be installed by a trained servicer.

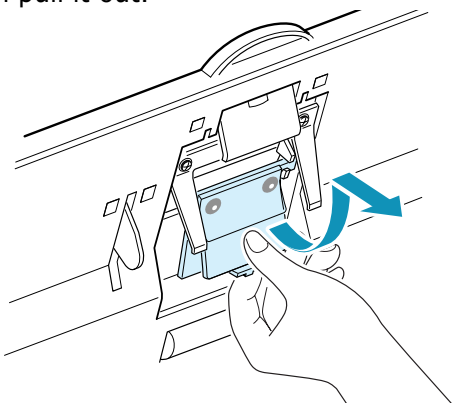
Replacing ADF Rubber Pad

You can purchase the ADF rubber assembly from Samsung dealer or the place where you bought your product.

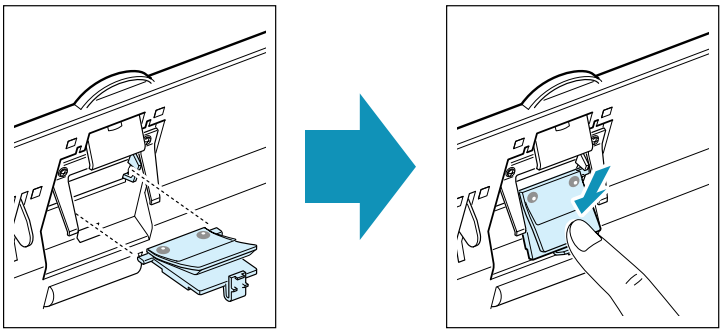
1 Open the ADF top cover.



2 Squeeze the tab at the bottom of the ADF rubber assembly and then pull it out.



3 Insert the tabs at the top of the new ADF rubber assembly into the slots and then push it down until it locks into position.



10 Troubleshooting

This chapter gives helpful information for what to do if you encounter an error.

This chapter includes:

- **Document Jams**
- **Paper Jams**
- **LCD Error Messages**
- **Solving Problems**

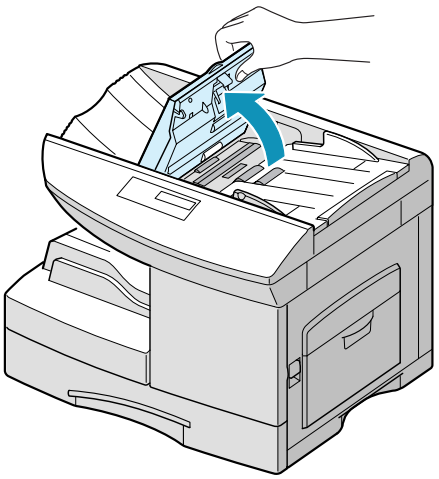
Document Jams

If a document jams while it is feeding through the ADF, "DOCUMENT JAM" appears in the display.

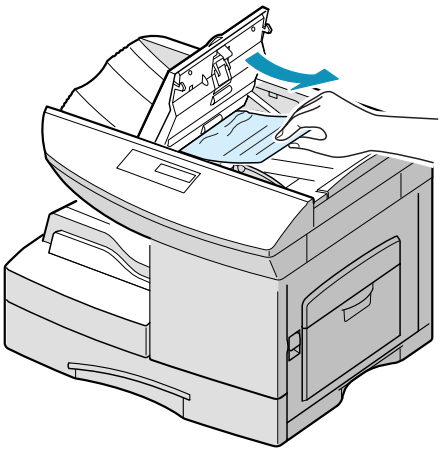
Details for clearing the document misfeeds are given below.

Input Misfeed

1 Open the ADF top cover.



2 Pull the document gently to the right and out of the ADF.



3 Close the ADF top cover. Then feed the documents back into the ADF.

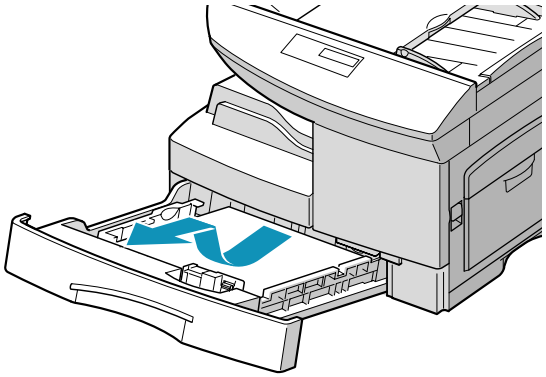
Paper Jams

If paper jams occur, "PAPER JAM" appears in the display. Follow the steps below to clear jam. To avoid tearing paper, pull the jammed paper out gently and slowly.

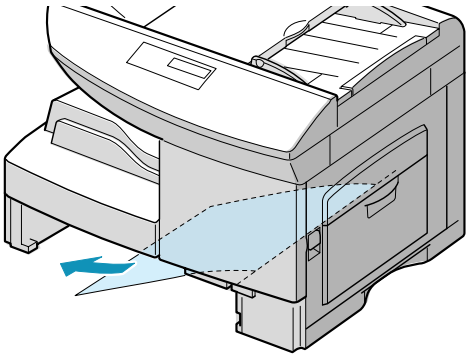
Paper Feed Area

If jammed in the paper feed area, "PAPER JAM0" appears in the display.

1 Remove the tray. After you pull it out completely, lift the front part of the tray slightly up to release the tray from the product.



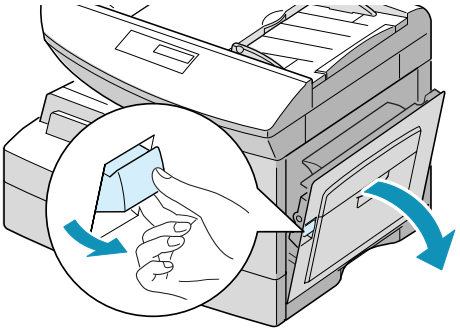
2 Remove the jammed paper by gently pulling it straight out.



If you remove the jammed paper here, open the side cover then close it to clear "PAPER JAM" message on the display.

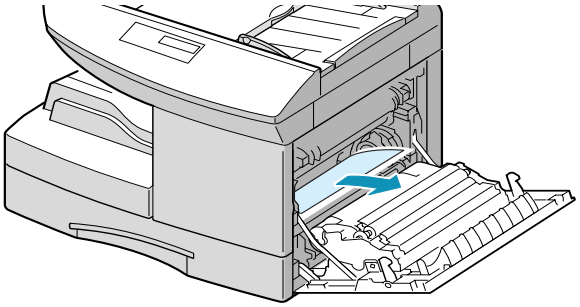
If there is any resistance, and the paper does not move immediately when you pull, stop pulling. Then:

3 Pull the release lever to open the side cover.

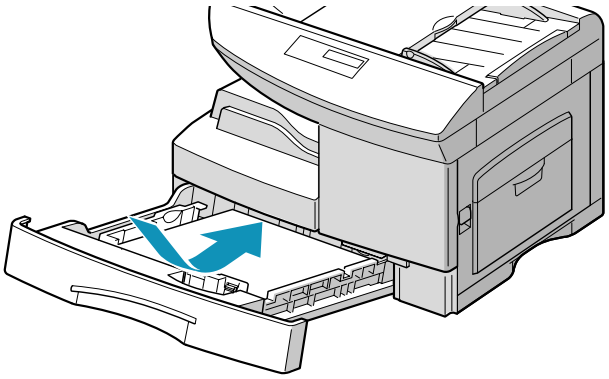


4 Carefully remove the misfeed paper in the direction shown.

NOTE: Do not touch the shiny drum cartridge surface. Scratches or smudges will result in poor copy qualit.



5 Close the cover and insert the tray. Lower the rear part of the tray to align the rear edge to the corresponding slot of the machine, then insert it completely.



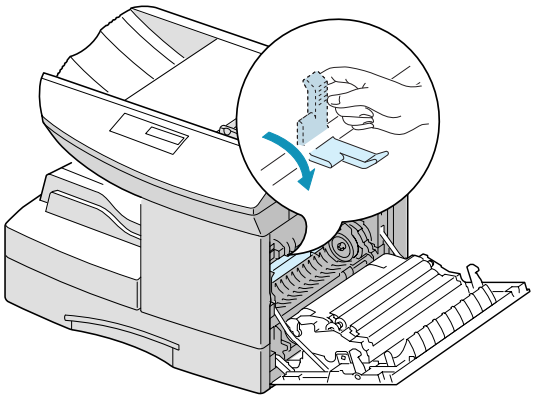
Fuser Area

If jammed in the fuser area, "PAPER JAM 1" appears in the display.

NOTE: The fuser area is hot. Take care when removing paper from the product.

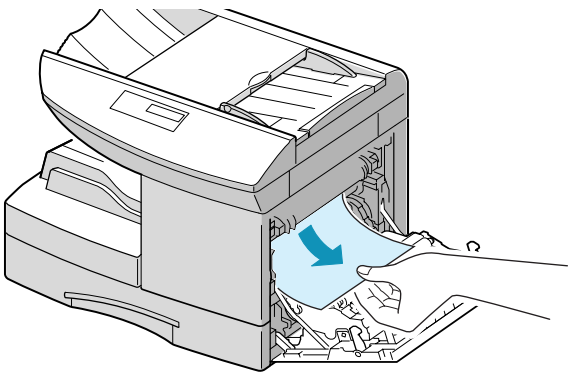
1 Press the release lever to open the side cover.

2 Pull down the fuser lever as shown below. This will release pressure on the paper.

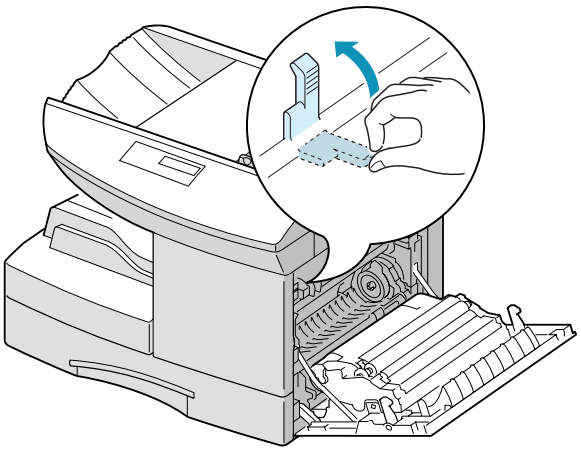


NOTE: Do not pull paper up through the fusing unit. Unfused toner may adhere in the area, resulting in smudged copies.

3 Remove the jammed paper, in the direction shown.

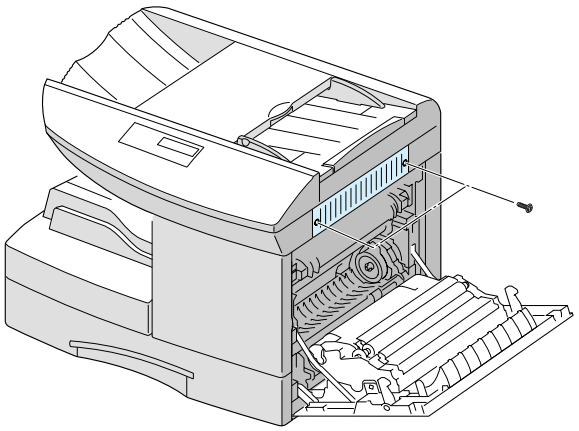


4 Push up the fuser lever, then close the side cover.

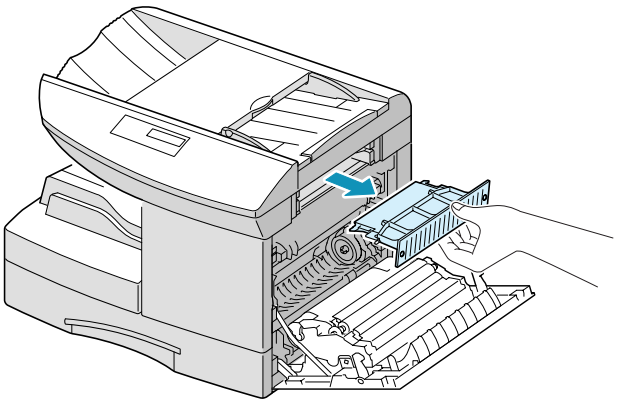


If the jammed paper is not seen at step 3, take the following steps.

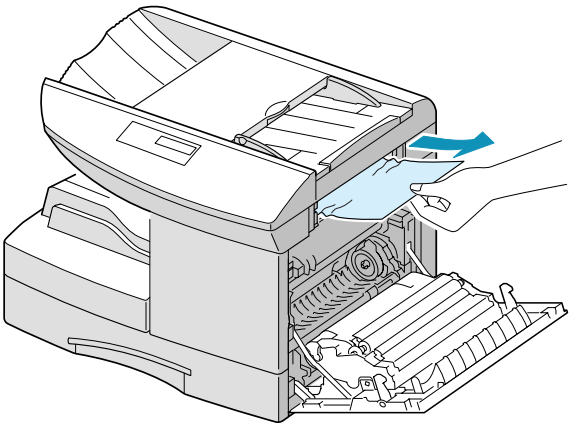
1 Remove two screws from the cover located above the side cover.



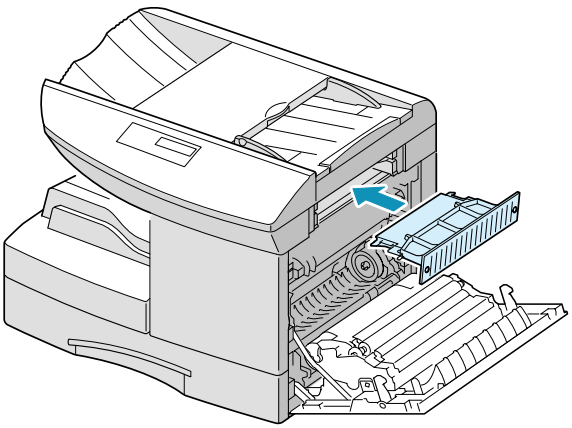
2 Hold the cover, and remove it from the product.



3 Carefully remove the jammed paper.



4 Replace the cover located above the side cover.



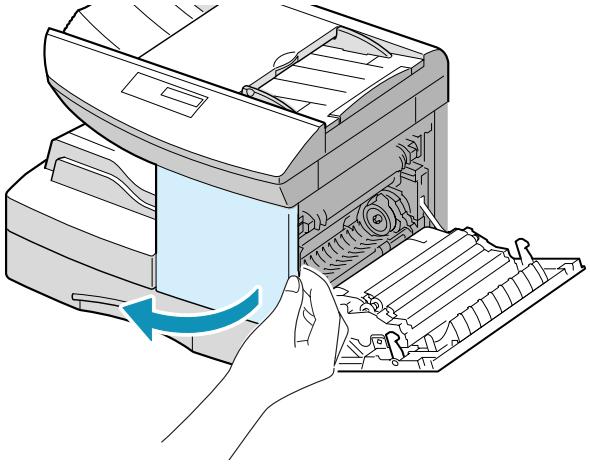
5 Push up the fuser lever and then close the side cover.

Paper Exit Area

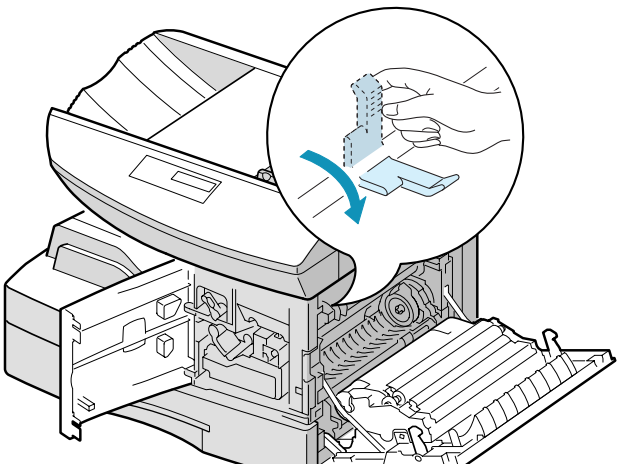
If jammed in the paper exit area, "PAPER JAM 2" appears in the display.

1 Press the release lever to open the side cover.

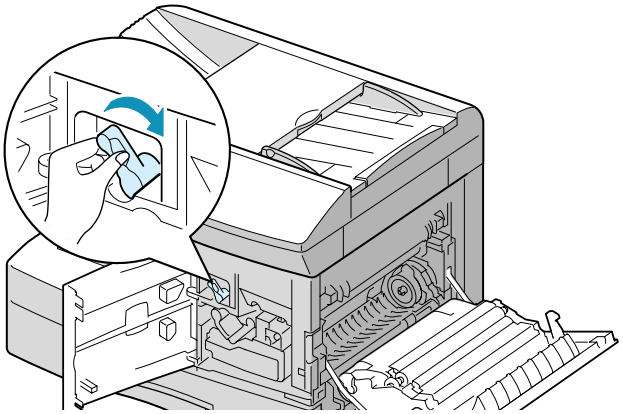
2 Open the front cover.



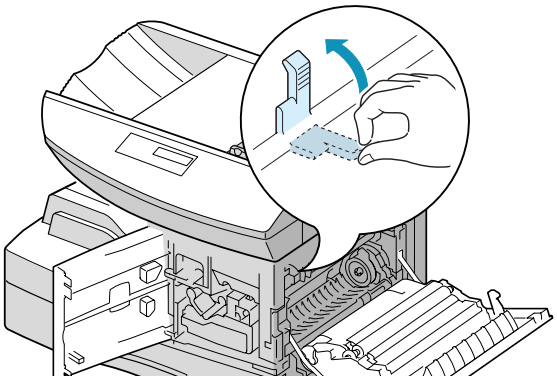
3 Pull down the fuser lever. This will release pressure on the paper.



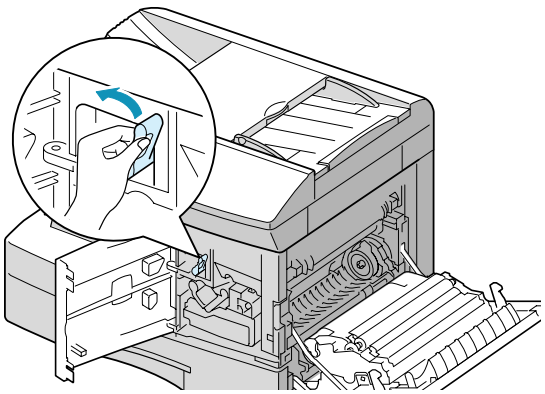
4 Turn the jam remove lever in the direction of the arrow to move the paper to the exit area, then gently pull the paper out through the exit area.



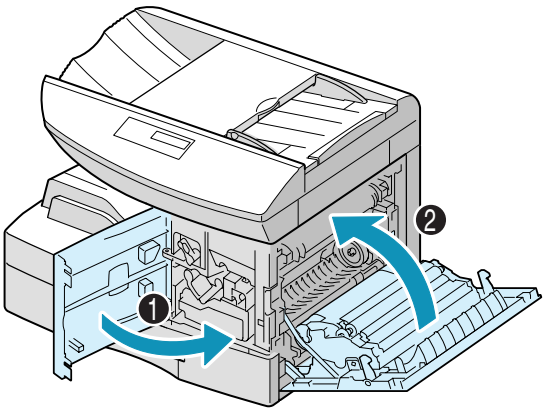
5 Push up the fuser lever.



6 Turn the jam remove lever back to the original position.



7 Close the front cover first and then the side cover next.



Duplex Jam

If paper jam occurs in the duplexer, "DUPLEX JAM" appears in the display.

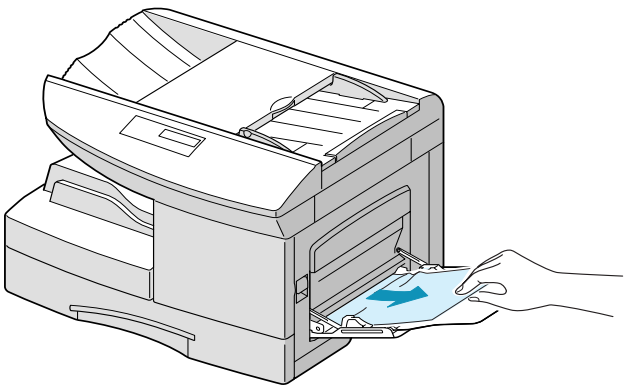
1 Press the release lever to open the side cover.

2 Remove the jammed paper. Then close the side cover.

Bypass Jam

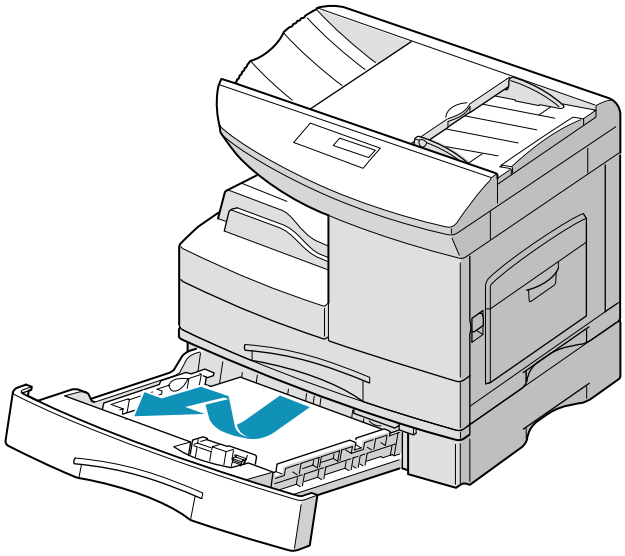
"BYPASS JAM" appears in the display when the machine does not detect paper in the bypass tray due to no paper or improper paper loading when you try to print using the bypass tray.

"BYPASS JAM" also may occur when the paper is not properly fed into the machine through the bypass tray. In that case, pull the paper out of the product.

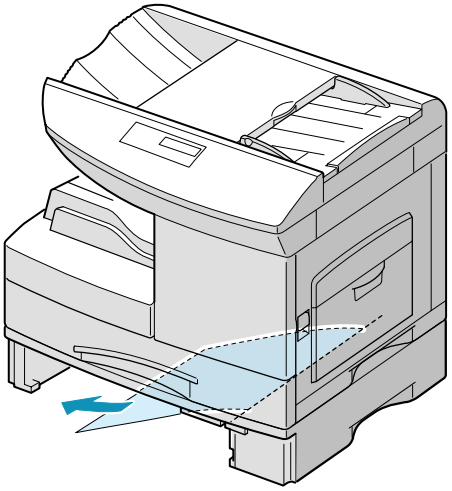


Paper Jam in the Optional Tray 2

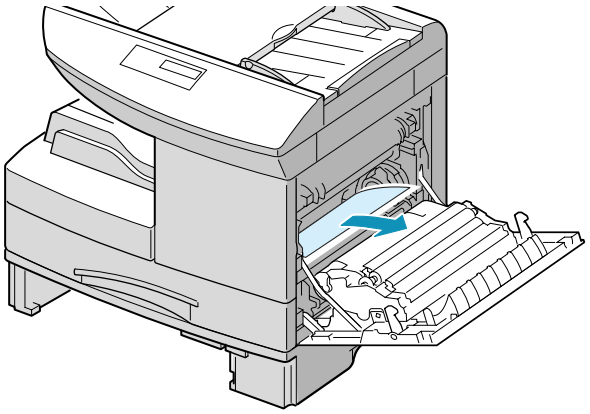
1 Pull the optional tray out of the printer.



2 If you see the paper jammed, remove the paper from the tray.

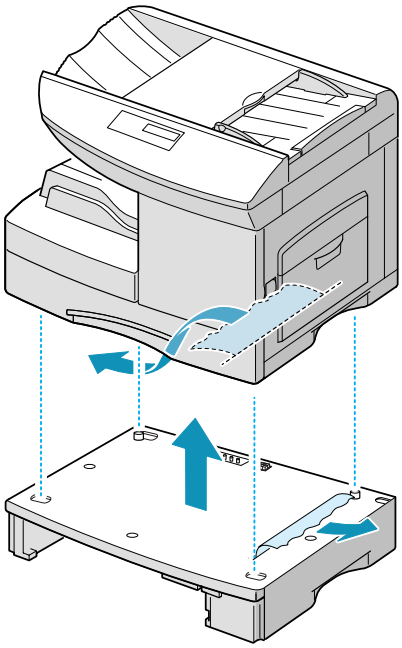


3 If you cannot find the jammed paper in the tray, pull the upper tray half way out of the printer and open the side cover, and pull the jammed paper out.



4 Slide the trays back into the printer. Printing can be resumed.

If the problem consists, unplug all cables from the machine. Remove the optional tray from the machine as shown.



Then remove the jammed paper.

LCD Error Messages

Display	Meaning	Solution
BYPASS JAM	The product detects non feeding from the bypass tray.	Load paper in the bypass tray.
DOCUMENT JAM	The loaded document has jammed in the ADF.	Clear the document jam. See page 10.2
DOOR OPEN	The side cover is not securely latched.	Close the side cover until it locks in place.
DRUM WARNING	The drum cartridge is near the end of life.	You should have a replacement cartridge in stock.
DUPLEX JAM	Paper has jammed in the middle of 2-sided printing.	Clear the jam. See page 10.10
DRUM EMPTY	The drum cartridge is out of life.	Replace the drum cartridge. See page 9.7
FUSER ERROR	There is a problem in the fuser unit.	Unplug the power cord and plug it back in. If the problem still persists, please call for service.
LINE ERROR	Your product cannot connect with the remote machine, or has lost contact because of a problem on the phone line.	Try again. If failure persists, wait an hour or so for the line to clear, then try again. Or, turn the ECM mode on. See "System Data Options" on page 8.5.
LSU ERROR	A problem has occurred in the LSU (Laser Scanning Unit).	Unplug the power cord and plug it back in. If the problem still persists, please call for service.
MEMORY FULL	The memory is full.	Either delete unnecessary documents, or retransmit after more memory becomes available, or split the transmission into more than one operation.

Display	Meaning	Solution
NO ANSWER	The remote fax mahine has not answered after all the redial attempts.	Try again. Make sure the remote machine is operational.
POLLING ERROR	The remote fax machine you want to poll is not ready to respond to your poll. Or, when setting up to poll another fax mahine, you have used an incorrect poll code.	The remote operator should know in advance that you are polling and have their fax machine loaded with the orginal document. Enter the correct poll code.
NO PAPER	The paper in the tray has run out.	Load the paper in the tray.
PAPER JAM 0	Paper has jammed in the paper feeding area of the tray.	Clear the jam. See page 10.3
PAPER JAM 1	Paper has jammed in the fuser area.	Clear the jam. See page 10.5
PAPER JAM 2	Paper has jammed in the paper exit area.	Clear the jam. See page 10.8
COMM. ERROR	The machine has problem in Communication.	A problem with the facsimile communucation has occurred. Ask the sender to try again.
RETRY REDIAL?	The product is waiting for a specified time interval to redial a previously busy station.	You can press **Enter** to immediately redial, or **Stop/ Clear** to cancel the redial operation.
TONER EMPTY	The toner cartridge has run out. The product stops.	Replace with a new toner cartridge. See page 9.2.
TONER LOW	The toner is almost empty.	Take out the toner cartridge and gently shake it. By doing this, you can temporarily re-establish printing operations.

Display	Meaning	Solution
POLL CODE ERR.	The remote fax machine you want to poll is not ready to respond to your poll.	The remote operator should know in advance that you are polling and have their fax unit loaded with the original document.
INCOMPATIBLE	Remote party doesn't have the requested feature such as polling.	Confirm the features of the remote party's machine.
LINE BUSY	The remote fax doesn't answer.	Try again. If failure persists, wait an hour or so for the line to clear, and try again.
POWER FAILURE	A power failure occured.	If there are documents stored in memory, a Power Failure Report will be printed automatically when the power is restored.
STOP PRESSED	The user pressed the Stop button during transmission.	IF necessary, try again the operation.
GROUP NOT AVAILABLE	You have tried to select a group location where only a single location number can be used.	Group Location Feature is not available.
NO. NOT ASSIGNED	The one-touch or speed dial location you tried to use has no number assigned to it.	Dial the number manually with the keypad, or assign a number. Or, assign the number to a one-touch or speed dial button and try again.
OPERATION NOT ASSIGNED	When operator is doing in Add/Cancel operation and there is no job to handle when operator entered the job no.	Make sure that there is any job to handle with the Add/Cancel operation.

Solving Problems

The following chart lists some conditions that may occur and the recommended solutions. Follow the suggested solutions until the problem is corrected. If the problem persists, please call for service.

Copier Problem Solution Chart

Condition	Suggested solutions
The LCD does not turn on.	Check that the product is plugged into an electrical receptacle. Ensure that there is power to the receptacle.
The product beeps an error sound and does not make a copy.	Make sure that the product is in the Copy mode. If not, chagne the mode into the Copy mode by pressing **Copy/Start**.
Copies are too light or too dark.	If the original is light, use the **Contrast** button to darken the background of the copies. If the original is dark, use the **Contrast** button to lighten the background of the copies.
Smears, lines, marks, or spots on copies.	If detects are on the original, press the **Contrast** button to lighten the background of your copies.
Copy image is skewed.	Ensure that original is positioned correctly on document glass. Check that copy paper is loaded correctly.
Blank copies.	Ensure that the original is face face down in the ADF.
Image rubs off the copy easily.	Replace the paper in the cassette with paper from a new package. In high humidity areas do not leave paper in the product for extended periods of time.

Condition	Suggested solutions
Frequent copy paper jams.	Fan the stack of paper, then turn it over in the cassette. Replace paper in Tray1 with a fresh supply. Check/adjust paper guides. Ensure that the paper is the proper paper weight. 20 lb (75 g/m^2) bond paper is recommended. Check for copy paper or pieces of copy paper remaining in the product after a paper jam has been cleared.
Toner yield is lower than expected and TONER LOW message appears in the LCD.	Toner may be lodged in the cartridge. Remove the toner cartridge. Shake the toner cartridge and tap along the top of the toner cartridge over a waste receptacle. Take care not to touch the exposed toner on the left side of the cartridge.
Fewer copies from the toner cartridge than expected.	Originals contain pictures, solids, or heavy lines. Originals are forms, newsletters, books etc. The product is being turned on and off frequently.
The following message appears on the computer screen: Scanner is busy receiving or printing data. When the current job is completed, try again.	There may be a copying or printing job in progress. When the current job is completed, try the job again.

Fax Problem Solution Chart

Condition	Suggested solutions
The product is not working, there is no display and the buttons are not working.	Unplug the power cord and plug it in again. Check that your socket is active.
No dial tone	Check that the phone line is connected properly. Check that the phone socket in the wall by plugging in another phone.
The numbers stored in the memory do not dial correctly.	Make sure that the numbers are stored in the memory correctly. Print a Phone Book list referring to page 8.3.
The document does not feed into the product.	Make sure that the document is not wrinkled and you are putting it in correctly. Check the document is the right size, not too thick or thin. Make sure that the ADF top cover is firmly closed.
You cannot receive faxes automatically.	The FAX mode should be selected. Is there paper in the cassette? Check if the display shows "MEMORY FULL".
Your product cannot receive faxes manually.	Did you hang up the handset of the external telephone before you start faxing?
Your product will not send anything.	Make sure that the document is loaded face down. "TX" should show up on the display. Check the other fax machine you are sending to, to see if it can receive your fax.
You cannot poll another machine.	The fax machine you are polling may be using a poll code. Contact the remote opeator.

Condition	Suggested solutions
The incoming fax has blank spaces or you received a poor-quality copy.	The fax machine sending you the fax may be faulty. A noisy phone line can cause line errors. Check your machine by making a copy. The toner cartridge may be empty. Replace the toner cartridge, referring to page 9.2
Are some of the words on the incoming fax stretched?	The fax machine sending you the fax had a temporary document jam.
The product dials a number, but fails to make a connection with another fax machine.	The other fax machine may be turned off, out of paper, or cannot answer incoming calls. Speak with the other machine operator and ask them to sort out the problem.
You cannot store a document in the memory.	There may not be enough memory to store the document. If the display shows a 'MEMORY FULL' message, delete any documents you no longer need from the memory, then restore the document.
Blank areas appear at the bottom of each page or on other pages, with only a small strip of text printed at the top.	You may have chosen the wrong paper settings in the user option setting. See page 2.6

Printing Problem Solution Chart

(Available in the Msys 835P/SF-835P only)

Condition	Probable cause	Suggested solutions
Your product does not print.	The IEEE-1284 parallel cable or USB cable is not connected properly..	Check the cable connection..
	The IEEE-1284 parallel cable or USB cable is defective.	Check the cable with a computer and printer that work. If printing is still not possible, replace the cable.
	The port setting is incorrect.	Check the printer settings in the Windows Control Panel to make sure that the print job is being sent to the correct port. (For Example: LPT1.)
Your product does not print. (continued)	The toner and drum cartridges are not installed properly.	Check that the toner and drum cartridges are installed properly.
	The printer driver may not be installed properly.	Reinstall the software.
	The parallel port cable specifications may not be correct.	Use the IEEE-1284 parallel port cable supplied with the machine or replace it with an IEEE-1284 compliant cable.
Half of the page is blank.	The page layout is too complex.	Reduce the resolution setting from 600 dpi to 300 dpi. Install more RAM in the computer.
	The page orientation may be incorrect.	Change the page orientation in the printer setup dialogue.

Condition	Probable cause	Suggested solutions
When printing using the USB connection, an error occurs repeatedly.	When the USB mode is set to "FAST" some PC users may experience poor USB communication.	Change the USB mode to "SLOW." To do so, take the following steps: 1. Press **Menu** and then ∧ or ∨ repeatedly until "SYSTEM SETUP" appears on the display, then press **Enter**. 2. Use ∧ or ∨ until "USB MODE" appears on the top line of the display. The current setting appears on the bottom line. 3. Press < or > to select "SLOW." 4. Press **Enter** to save the selection. 5. Press **Stop/Clear** to return to Standby mode.
Printing is too slow.	The computer parallel port may not be set for high speed communications.	If your computer is equipped with an ECP parallel port, enable this mode of operation. Refer to the Enabling High Speed Printer Communications section and your PC's user guide.
	If using Windows 9x/ Me, the spool setting may be set incorrectly.	Point to the **Start** and then click **Settings** then **Printers**. Click your product icon with the right mouse button. Click **Properties** and then spool settings on the **Details** tab. Select the desired setting from the available choices.
	Computer may not have enough memory (RAM).	Install more RAM in your computer.
	The print job is large.	Reduce resolution from 600 dpi to 300 dpi.

Condition	Probable cause	Suggested solutions
Irregular faded patches of print.	There is a paper quality problem.	Use only paper that meets the specifications required by the product.
	Toner may be unevenly distributed.	Remove the toner cartridge and shake it gently to evenly distribute the toner. Then reinstall the toner cartridge.
Black staining	There is a paper quality problem.	Use only paper that meets the specifications required by your product.
Character voids	The paper may be too dry.	Try printing with a different batch of paper.
Background scatter	The paper may be too damp.	Try printing with a different batch of paper. Do not open packages of paper until necessary so that the paper does not absorb too much moisture from the air.
	Printing over uneven surfaces.	If printing onto envelopes, change your printing layout to avoid printing over areas that have overlapping seams on the reverse side.
Missing characters	The paper may be too damp.	Try printing with a different batch of paper. Do not open packages of paper until necessary so that the paper does not absorb too much moisture from the air.
Back of printout is dirty	The transfer roller may be dirty.	Print a few blank pages to clean the transfer roller.
Faded graphics	Toner may be low.	Remove the toner cartridge and shake it gently to evenly distribute the toner. Then reinstall the toner cartridge. Ensure that you have a spare toner cartridge.

Scanning Problem Solution Chart

(Available in the Msys 835P/SF-835P only)

Condition	Suggested solutions
The scanner does not scan.	•Make sure you place the document to be scanned face down on the document glass. •There may not be enough available memory to hold the document you want to scan. Try the Pre-Scan function to see if that works. Try lowering the scan resolution rate. •The USB or parallel cable is not connected properly. •The USB or parallel cable is defective. Swap the cable with a known good cable. If necessary, replace the cable. •If using a parallel cable, ensure that it is compliant with the IEEE 1284 standard. •The scanner is configured incorrectly. Check scan setting in the SmarThru Configuration or the application you want to use to make certain that the scanner job is being sent to the correct port (for example, LPT1).
The unit scans very slowly.	•Graphics are scanned more slowly than text. •Communication speed becomes slow in scan mode because of the large amount of memory required to analyse and reproduce the scanned image. Set your computer to ECP printer mode through BIOS setting. It will help to increase the speed. For details on how to set BIOS, refer to your PC documentation.
The following message appears on the computer screen: Scanner is busy receiving or printing data. When the current job is completed, try again.	There may be a copying or printing job in progress. When the current job is completed, try the job again.

NOTE

11 APPENDIX

This chapter includes:

- **General Specifications**
- **Facsimile Specifications**
- **Installing Option Tray**

General Specifications

Item	Description	
Printing method	Laser scanning unit	
Scanning method	Sheet-fed CIS(contact image sensor) module	
Effective scanning width	8.2 inches (208 mm)	
ADF Document size	Width	5.6 to 8.5 inches (142 to 216 mm)
	Length	Single page: 5 to 15.7 inches (128 to 400 mm) Multi pages: 5 to 14 inches (128 to 356 mm)
Recording paper type	for Tray 1,2 : Letter, A4, Folio, Legal (weight: 60~90 g/m^2, 16 ~ 24 lb)	
	for Bypass Tray: Letter, Legal, JIS B5, A4, Executive, A5, A6 card, Post Card 4x6, HagaKi, Envelope 7-3/4, Envelope COM-10, Envolope DL, Envelope C5 * Min.: 3.9 x 5.8 inches (98 x 148 mm), (weight: 60~120 g/m^2, 16 ~ 32 lb)	
Duplex recording paper type	A4, Letter Plan Paper, Legal (weight: 75~90 g/m^2, 20~24 lb)	
Recording paper capacity	for Tray1,2 : 550 sheets (weight: 75 g/m^2, 20 lb) for Bypass Tray: 100 sheets (weight: 75 g/m^2, 20 lb)	
Automatic document feeder	Up to 50 pages (20 lb or 75 g/m^2)	
Consumables	2-piece Toner/Drum cartridge system	
Compatibility	Win 95, 98, 2000, NT 4.0, Win-Me, Win XP	
PC Interface	IEEE 1284 Parallel, USB(* Msys 835P/SF-835P only)	
Power requirements	100 ~ 127 VAC, 50/60 Hz, 4A 220 ~ 240 VAC, 50/60 Hz, 2.5A	
Power consumption	Sleep mode: 35 W Standby mode: 90 W Average: 320 W	

Operating conditions	Temperature: 50 ^{o}F to 89 ^{o}F (10 ^{o}C to 32 ^{o}C) Humidity: 20% to 80% RH
LCD	16 Characters x 2 lines
Toner cartridge life	6,000 sheets @ 5% coverage (A4, Basic data)
Drum cartridge life	15,000 sheets @ 5% coverage (A4, Basic data)
SET Dimension (WxDxH)	22.0 x 17.0 x 18.1 inches (560 x 433 x 459 mm)
Weight	Net: 22.5 Kg (including consumables) Gross: 26.5 Kg (including consumables, accessories and package)
Package Weight	Paper: 2.7 Kg Plastic: 0.7 Kg

Facsimile Specifications

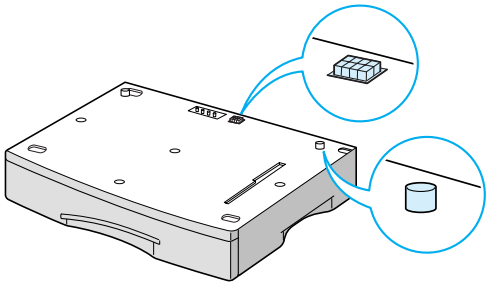
Item	Description
Compatibility	ITU-T Group 3, ECM
Applicable line	Public Switched Telephone Network(PSTN) or behind PABX
Data coding	MH/MR/MMR, JBIG(ECM Mode)
Modem speed	33600/28800/21600/19200/14400/12000/9600/7200/ 4800/2400 bps with fall back
Transmission speed	Approx. 3 seconds/page * Transmission time applies to memory transmission of text data with ECM compression using only ITU-T No.1 Chart.
Scanning speed	Approx. 1.5 seconds/letter (at standard fax resolution mode)
Resolution	Standard(203x98 dpi), Fine(203x196 dpi), Superfine(300x300 dpi)
User Memory	8 MB (640 pages)
Halftone	256 levels
Auto dialer	One-touch dialling (registration for 50 numbers) Speed dialling (registration for 200 numbers)

Installing Option Tray

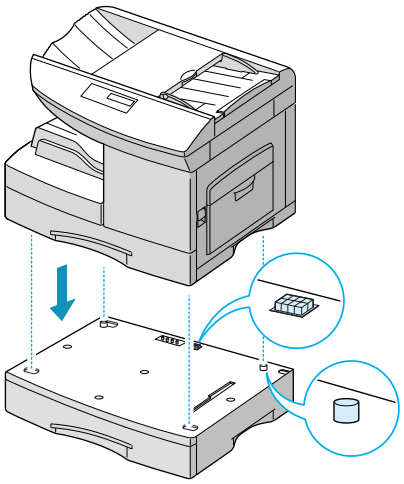
You can increase the paper handling capacity of your machine by installing the optional tray.

1 If necessary, unplug all cables from the machine.

2 Find the location of the connector and tabs on the tray.



3 Align the machine with the optional tray and lower it into place on the tabs and connector.



4 Load paper in the optional tray. For information on loading paper in the tray, see page 3.4.

5 If you unpluged the cables at step 1, reconnect the cables.

NOTE: To print from the optional tray, the Msys 835P/SF-835P users must configure the MFP driver from your application prior to printing. To access the MFP driver, please refer to the Msys 835P/SF-835P MFP User's Guide.

NOTE

INDEX

Numerics

2-up copy 3.16

A

ADF rubber, replace 9.11
alarm 2.7
ans/fax mode 5.4
auto journal, set 8.5

B

Bypass Jam 10.10
bypass tray 1.4

C

cartridge
    life 9.2
    replace 9.2
clock mode, set 8.5
collation 3.14
Component 1.2
confidential RX 7.10
confidential TX 7.9
consumables 9.10
contrast
    for copy 3.12
    for fax 4.5
copy page 3.13
copy zoom 3.13

D

date,change 2.5
delayed TX 7.2
department control
    manage 7.16
    print 7.15
    set 7.14
discard size, set 8.5
document
    jam 10.2
    prepare for fax 4.2
document load 4.2
drum
    clean 9.7
    install 1.11
    replace 9.7
dual job 7.13
duplex copy 3.15

E

ecm mode, set 8.5
error 10.13

F

fax duplex 8.7
fax mode 5.3
flash 7.13
front cover 1.4

G

group dial
    edit 6.8
    search 6.10
    store 6.7
    use 6.9

H

help list, print 8.3

J

jam
- document 10.2
- paper 10.3

K

key sound 2.7

L

language,change 2.2
line,connect 1.9
list,print 8.2
local ID, set 8.5

M

mailbox 7.9, 7.10
memory TX 7.4
memory, clear 8.8
message confirmation, set 8.5
message confirmation,print 8.2
multi-communication, print 8.3

O

one-touch dial
- search 6.10
- store 6.2
- use 6.3

one-touch sheet 6.4

P

Paper 10.3
paper
- jam 10.3

paper capacity 3.2
Paper Jam in the Optional Tray 2 10.11
paper load
- in bypasstray 3.6
- in tray 1 1.15
- in tray 2 1.18

paper save 2.9
paper size 3.2
paper size,set 3.9
paper support 1.19
paper tray,select 3.10
paper type 3.2
paper type,set 3.10
pause 2.5
phonebook, print 8.2
poll 7.6
power save 2.9
power save, set 8.5
prefix dial, set 8.7
printer cable,connect 1.10
priority TX 7.5

R

redial 7.2
redial, set 8.5
resolution, for fax 4.4
ringer volume 2.7
RX code, set 8.5
RX journal, print 8.2
RX reduction, set 8.5

S

schedule job,print 8.2
send from memory, set 8.5
Setting 2.2
shade, adjust 9.6
side cover 1.4
Speaker 2.8
speaker volume 2.8
speed dial
- search 6.10
- store 6.5
- use 6.6

System Data Option, set 8.4
System Data Options 8.5
system list, print 8.2

T

tel mode 5.5
text type
- for copy 3.12
- for fax 4.5

time,change 2.5
toll save 2.10, 4.7
toner
- install 1.11

toner low, notify 9.6
toner save 2.8
tray paper size, set 8.5
TX journal, print 8.2

Visit us at:
www.samsungelectronics.com/fax

Home

P/N: JC68-00902A Rev. 1.00